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ABSTRACT

This collection contains Regent policy documents from the University of Wisconsin system. The policies represent significant policies approved by the University of Wisconsin System Board of Regents. The document, which is intended to serve as a ready reference for those charged with carrying out Board policy, groups the policies into 85 categories, including policies on academic programs, administrative and personnel matters, and policies related to student admission and campus life. The oldest policies date from 1971; the latest in this collection are from 1997. Appendix A is an alphabetical index sorted by key words and phrases, and appendix B is a sequential index. (SLD)

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UNIVERSITY OF WISCONSIN SYSTEM
REGENT POLICY DOCUMENTS

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REGENT POLICY DOCUMENTS

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UNIVERSITY OF WISCONSIN SYSTEM REGENT POLICY DOCUMENTS

The Policies included in this document represent significant policies approved by the UW System Board of Regents. This document is a ready reference for those charged with carrying out Board policy. It will be updated annually in August. Unless noted otherwise, associated documents and reports may be obtained from the Office of the Secretary of the Board of Regents, 1860 Van Hise Hall, 1220 Linden Drive, Madison, WI 53706, ph 608-262-2324.

These policies are also available on the World Wide Web at
http://www.uwsa.edu/rpd/rpd.htm

This document was last updated on August 26, 1997.

ACADEMIC PROGRAMS

87-1 PRINCIPLES ON ACCREDITATION OF ACADEMIC PROGRAMS

History: Res. 3734 adopted 3/6/87.

External reviews of academic programs are a useful and valuable means of protecting quality in higher education. They can generate suggestions for program improvement that are both specific and practical. Often, too, the stimulation they give to institutional self examination will produce improvements beyond those recommended by the accrediting body. Finally, the process of accreditation is itself a promoter of useful discussion about quality, standards, and performance in higher education.

For all of these reasons, even the strongest universities have an obligation to do their part to make accreditation work. To do so effectively, however, they must be able to argue that the accreditation process is fundamentally sound. They face a painful dilemma when they conclude that a particular accrediting agency has exceeded its competence or is using standards that relate less to quality of education than to disciplinary or professional self interest. They can, of course, consider the option of withdrawing. Even when that is feasible, it can only be viewed as a last resort. The best universities cannot withdraw from any accreditation process without damaging their credibility and the respect accorded to them by other institutions.

This suggests that every university has some obligation to be frank about its own expectations from accrediting bodies. What standards should the accrediting body itself meet in dealing with the universities it is designed to serve? In connection with any proposed accreditation the UW System believes it is appropriate to ask the accrediting agency to indicate its acceptance of or state its reservations in regard to the following principles:

1. ***Evaluation must place its emphasis on the outcome of the educational process.*** Criticisms by accrediting teams directed at procedural or organizational details must be based on reasonable evidence that those details affect the performance of graduates or the quality of education provided to them. Where quantitative standards are cited or advice is offered on the organization of the instructional unit, structure of the curriculum, sequencing of courses, teaching loads, methods of instruction, graduation requirements, and designation of the degree or other credentials conferred, the university has a right to expect evidence of a reasonably direct relationship between what is being recommended and the ability of the program to achieve its goals.
2. ***The standards applied in the accreditation process must not discourage experimentation, innovation or modernization, either in teaching methods or in the curriculum itself.*** An accrediting body can legitimately point out deficiencies it believes will result from a particular innovation. It can ask for assurance that the institution will provide the resources that the innovation will require, and it can insist on some plan of evaluation. What it must not do is impose standards that place obstacles in the way of originality, creativity, or innovation on the part of the faculty of the institution.
3. ***Recommendations should be diagnostic, not prescriptive.*** For example, an accrediting agency could properly question whether there is enough effort to evaluate teaching performance, or whether student input on such evaluation is adequate, but it should not try to prescribe a particular form of or approach to evaluation.
4. ***The accreditation report must explicitly recognize institutional diversity.*** Every university has its own unique resources, methodologies, special mission, and educational philosophy. In particular, the interplay among graduate education, undergraduate education, research and public service will differ greatly among programs and from one university to another. Each university can expect that accrediting

teams will familiarize themselves with its special circumstances and resources and will take them into account in relation to the programs being reviewed.

5. ***Accreditation should not encourage the isolation or self-containment of an academic program.*** In larger universities with substantial program depth, even the most specialized professional school can benefit by drawing upon the library holdings, courses being taught, research in progress, and faculty interests in other schools and colleges. A university can expect an accrediting team to file a report that shows awareness of these supporting resources and actively encourages their shared use.

6. ***The burden of accreditation must be kept as light as possible, both for the institution being accredited and for the accreditation team.*** Size of team and duration of the accreditation visit should be limited to the minimum necessary for a productive review. Data requirements and other advance preparation should also be kept to a minimum, recognizing, however, that encouragement for self-study may be one of the best products of an accreditation review. Finally, there must be a reasonable, fair, and expeditious procedure for questioning conclusions of the accrediting body without elaborate interim or supplementary reviews or reports.

7. ***The institution being accredited should be consulted as to the composition of the accrediting team, and has the right to expect that a majority of team members will be drawn from peer institutions and comparable programs.*** A useful evaluation requires substantial input from persons who are directly familiar with the nature of the institution and program being accredited. Without experience at comparable universities or in similar programs, not even the most careful observer can acquire such familiarity in the course of a brief team visit or by reading documents, however carefully prepared.

8. ***In the case of professional schools, although there must be significant input from the profession itself, the ultimate authority over educational policies must remain firmly in the hands of the academic community.*** If a realistic program of training for a profession is to be offered, the contributions of practitioners must be solicited and welcomed. We do our students no favor if we fail to equip them to practice according to standards enunciated by the profession and by society in general. At the same time, universities cannot escape the ultimate responsibility for what they teach, how it is taught, by whom, and to whom. They cannot meet this obligation if final authority over standards and sanctions for academic programs rests largely in non-academic hands. Forging an effective partnership between the profession and the professional schools in this regard will continue to offer a major challenge and opportunity for both groups.

9. ***The greatest help an accrediting agency can offer to a program is to demand that its educational goals be clearly stated and that the program be reasonably calculated to achieve those goals.*** An accrediting body can offer useful advice--but only advice--as to whether, in its opinion, the resources are adequate to meet program goals. The primary question must be whether these goals are being achieved, however, rather than whether square footage or salary levels or teacher-student ratios or telephone accessibility meet some arbitrary measure. The essential purpose of accreditation is to assure the prospective student and the public that necessary standards of quality are being satisfied. However meritorious it may be to advance the salaries, prerequisites, or working conditions of the faculty or administration of the unit being evaluated, the accrediting process is not the proper vehicle to use for this purpose. An educational program is validated first and foremost by how well it accomplishes the goals set for it. This, in turn, rests ultimately on how well its students and graduates are able to perform--no matter how difficult that is to appraise or predict.

87-9 MINIMUM REQUIREMENTS FOR AN ASSOCIATE DEGREE

History: Res. 3850 adopted 7/10/87.

The minimum requirements for an associate degree granted by a UW System institution and the minimum University of Wisconsin general education breadth requirements for the associate degree, proposed by the systemwide committee on the transfer of associate degree credit, are accepted as the systemwide policy on general education requirements for the associate degree, effective fall, 1987. The goal of Regent Study Group Resolution 4 (see Future Study, RPD 86-5), the provision that a student who has earned an associate degree containing those systemwide requirements from an institution in the UW System, and who transfers to a university of the UW System, will be considered as having fulfilled the general education distribution or breadth requirements of the university, is to be implemented for fall, 1987. Each institution shall establish an appeals process by fall, 1987, to assist students experiencing difficulties in the transfer process. A report to the Board of Regents will be made November, 1988, on the effectiveness of the institutional appeals process, with a recommendation whether or not to establish a systemwide faculty appeals committee.

88-16 REMEDIAL EDUCATION POLICY

History: Res. 5088 adopted 11/11/88; amended by Res. 5957 and 5958, 11/91.

1. New freshman who are admitted to institutions of the University of Wisconsin System in accord with criteria approved by the Board of Regents and whose scores on English or mathematics placement or proficiency tests indicate a low probability for success in college level courses in either or both of those subjects shall be required to complete successfully the necessary remedial courses prior to completion of 30 credits. Institutions may grant exceptions to individual students; however, they must clearly document the reasons for such exceptions.

2. Remedial courses in English and mathematics shall not generate credit toward a degree from institutions in the University of Wisconsin System.

3. Remedial courses in English and mathematics offered by institutions of the University of Wisconsin System may be taught by faculty and staff they employ, through University of Wisconsin-Extension, or through contractual arrangements with local VTAE units. An institution's remedial courses should be available for students on its campus. The faculty of the University of Wisconsin System shall control the content, standards, and methods of instruction in its remedial courses.

4. The appropriate credit load for all students enrolled in remedial courses will be determined by the institution. The institution will be expected to advise students carefully about the appropriate number of credits based on students' high school performance and test scores. Beginning in fall of 1990 each institution will provide an annual report to System Administration on the number of new freshman identified as needing remediation in English and/or mathematics and the number who successfully completed remedial courses in English and/or mathematics. The president will use this information to compile an annual report for the Board of Regents.

5. No later than fall, 1991, all remedial courses in the University of Wisconsin System shall be offered on a fee recovery basis.

6. By October 1989, the University of Wisconsin System shall develop a detailed statement of the minimum college-level skills and competencies students are expected to have in English and mathematics upon entrance to the University. This statement shall be widely circulated and periodically up-dated. It should form the basis for college-preparatory courses in English and mathematics offered by secondary schools and for remedial courses offered by the University.

   An initial screening for these competencies shall include admitted freshmen's scores on the "ACT" and any other additional performance criteria that each UW System institution may choose. Students who score above the UW System-established level on the "ACT" mathematics and English subtests are expected to have a high probability of success in college-level courses and may be exempted from further testing. For students who score below the UW System-established level, each institution shall determine the specific instruments and performance criteria used for placement in college-level or remedial courses. Information about the UW System-established level on "ACT" mathematics and English subtests and each institution's instruments and performance criteria shall be made available to the secondary schools and to potential University of Wisconsin students.

7. The University of Wisconsin System will cooperate with the Department of Public Instruction in developing a plan for assessing English and mathematics skills of high school students throughout the state. Examination results shall be made available to students, their parents, and their schools. Students whose scores suggest they are unlikely to place into college-level English and mathematics courses upon entering college shall be encouraged to take courses in high school that are designed to improve their English and mathematics competencies and lessen the possibility of their placing into remedial courses.

91-3 ADVANCED PLACEMENT

History: Res. 5746 adopted 4/11/91.

The Board of Regents believes that it is important to encourage students at all educational levels to aspire to higher intellectual achievements. High school students can master college subject matter and document their intellectual achievements through the College Board Advanced Placement (AP) program. Scores of 3, 4, and 5 on the College Board Advanced Placement examinations will be accepted for degree credit by all UW System institutions. Each institution will determine whether course equivalent credit or credit in the major should be granted and the AP score required to grant credit for those purposes. UW System and UW System institutions will publish this information in appropriate publications. This UW System policy will be in place no later than September 1992.

91-9 CLASS ACCESS AND SCHEDULING

History: Res. 5905 adopted 9/6/91.

The Board of Regents approves the recommendations contained in the September 1991 Report on the Status of Class Access and Scheduling. These recommendations are designed to strengthen the management of student access to courses and include the implementation of automated degree audit systems, the establishment of pilot projects to explore the feasibility of developing information systems or processes on access to gateway courses and other measures. The Board of Regents places a high priority on the timely completion of these projects and the implementation of their recommendations. In the nearer term, the Chancellors of each campus are asked to report at the December 1991 meeting steps being taken to reduce required course backlogs during the Spring 1992 semester. *(The report may be obtained from the office of the Secretary of the Board of Regents.)*

91-12 PLANNING AND REVIEW PRINCIPLES FOR NEW AND EXISTING ACADEMIC PROGRAMS AND ACADEMIC SUPPORT PROGRAMS

History: Res. 5971 adopted 12/6/91. Replaces 73-11, 87-13 and 88-1. Portions of this policy regarding ACIS-1. were revised (Sept. '92) amended by Resolutions 7046 (adopted 11/8/95), 7240 (adopted 4/11/97), and 7440 (adopted 5/9/97).

The Board of Regents adopts the revised Planning and Review Principles for the New and Existing Academic Programs and Academic Support Programs as policy for all UW System institutions. *The full document may be obtained from the UW System Office of Academic Affairs.*

ACADEMIC STAFF

73-10 SYSTEM SICK LEAVE POLICY FOR FACULTY AND ACADEMIC STAFF (See Leave of Absence)

75-3 ACADEMIC STAFF APPOINTMENTS

History: Res. 984 adopted 4/11/75.

Pursuant to Section 36.09(1), *Wis. Stats.*, the Board of Regents, upon recommendation of the President of the University of Wisconsin System and with endorsement from the State of Wisconsin Personnel Board, adopts the following policy concerning the designation of positions to be exempt from the classified service as academic staff as defined in Sections 36.15(1) (a) and (b) *Wis. Stats.*:

1. Assignments to academic staff positions, which are exempt from the classified service and subject to personnel rules defined in UWS 8 through 13, shall be made when: (a) the position involves teaching, research, public service responsibilities, academic support activities or academic program administration; or (b) the position is separate and distinct to higher education; or (c) the position involves assigned duties which require close peer relationships with members of the faculty and academic administrators.
2. In no instance may an employee be appointed to the academic staff when it is anticipated that application will subsequently be made for transfer of the position to the classified service.
3. No person holding an academic staff appointment prior to the adoption of this policy may be transferred to the classified service without his or her consent.
4. The chancellor of each institution shall appoint a committee or committees which will be given responsibility for advising the campus administration on matters pertaining to (a) assuring compliance with this policy, (b) developing appropriate institutional guidelines and procedures for appointments to the academic staff, and (c) reviewing and approving all applications for transfer between the academic staff and the classified service.
5. Nothing in this policy or in the institutional guidelines adopted pursuant to this policy shall be interpreted to permit assignment to the academic staff of positions normally found in clerical, technical, blue collar, crafts, security and public safety occupations.

77-2 TUITION REIMBURSEMENT TO UNCLASSIFIED STAFF MEMBERS

History: Res. 1386 adopted 2/11/77.

The Board of Regents of the UW System authorizes the President and the chancellors, or their designees, to provide fee/tuition reimbursement to unclassified faculty, academic and limited staff members for authorized job-related coursework and training to improve employee job performance. This policy supersedes the instruction fee waiver policy of the former WSU Board of Regents and applies only to the specified categories of unclassified employees. Segregated fee charges for participants may be waived by an institution. Only employees with half-time or greater appointments are eligible for consideration. The President shall issue implementation guidelines for this policy. (See GAPP 25)

85-3 ROLE OF ACADEMIC STAFF IN GOVERNANCE

History: Res. 3359 adopted 9/6/85.

The Board of Regents, recognizing that the fundamental intent of section 36.09(4m) of the *Wis. Stats.* is to mandate that academic staff shall be viable participants in university affairs and particularly in academic staff personnel matters, directs each institution to implement the letter and spirit of 36.09(4m) and delegates continuing responsibility for the implementation of this section to the chancellors in consultation with the academic staff, faculty and students of their institutions. The Board notes that significant progress has been made to improve and clarify the role of academic staff in institutional governance through the academic staff review conducted by System Administration during the 1984-85 academic year and through the continuing review and actions by each institution which were reported to the Board in July, 1985. The Board commends the academic staff, faculty and administration for proceeding effectively with that review which has laid a firm foundation for implementation of 36.04(4m) and should facilitate any additional actions necessary to achieve full compliance with the law.

89-8 LEAVE OF ABSENCE, AND POLICY FOR UNCLASSIFIED EMPLOYEES SEEKING OR ACCEPTING POLITICAL OFFICE OR APPOINTMENTS **(See Leave of Absence)**

91-5 OUTSIDE ACTIVITY REPORTING **(See Faculty)**

91-8 CONSENSUAL RELATIONSHIP POLICY **(See Sexual Harassment)**

91-14 ACADEMIC STAFF TITLE AND COMPENSATION PLAN

History: Res. 6814 adopted 11/11/94; supercedes Res. 5980 adopted 12/6/91 which replaced 86-3.

The Board of Regents:

i) authorizes the President of the System to direct institutions to provide salary increases to individual Category A academic staff members consistent with the project's results, as permitted by presently existing salary ranges and salary range assignments,

ii) approves the title and salary structure for Category A academic staff as developed by the gender and race equity project *(this document may be obtained from the UW System Office of Human Resources)*,

iii) authorizes the President of the System to seek approval of the revised structure from the Department of Employment Relations,

iv) authorizes the President of the System to direct implementation of the Category A project results when approved by the Department of Employment Relations,

v) authorizes the President of the System to direct implementation of equity adjustments for Category B academic staff consistent with the Category B Gender and Race Equity Project, and

vi) authorizes changes in the practices regarding compensation of Category B academic staff as recommended by the Category B Committee *(this document may be obtained from the UW System Office of Human Resources)*.

92-8 COMMISSION ON UW SYSTEM COMPENSATION RECOMMENDATIONS **(See Compensation)**

ACCOUNTABILITY

93-5 ACCOUNTABILITY TASK FORCE RECOMMENDATIONS IMPLEMENTATION PLAN

History: Res. 6450 adopted 7/16/93; See also Res. 6567 12/93 for *Accountability for Achievement: Progress Report on Recommendations of the Accountability Task Force*. This report sets forth indicators and goals for accountability.

Whereas, the adoption of a strengthened accountability system will heighten the effectiveness of the UW System and increase the public's knowledge and understanding of the UW System;

Whereas, an enhanced accountability system will strengthen the relationship between the UW System and its stakeholders by establishing clear, well-defined performance expectations for the UW System and mechanisms of reporting progress towards meeting those expectations;

Whereas, it is important that increased accountability be accompanied by increased management flexibility and that it will be difficult, if not impossible, to achieve important accountability outcomes if the UW System is not provided sufficient management flexibility; and

Whereas, to provide the impetus for reaching agreement in the near future with the Legislature and Governor on a package of increased accountability and increased flexibility for the UW System, the Board considers it appropriate to proceed with the development of a strengthened accountability system at this time;

Therefore, be it resolved that the UW System Board of Regents accepts the 1993 Report of the Governor's Task Force on University of Wisconsin Accountability Measures and requests that UW System President Lyall proceed with its implementation; and

That the Board of Regents expresses its deep appreciation to the members and staff of the Accountability Task Force for the time, expertise, and hard work they devoted to this project. *(The Report of the Task Force and the Progress Report may be obtained from the Office of the Board of Regents.)*

ADD/DROP OF COURSES

88-10 ADD/DROP POLICY FOR COURSES

History: Res. 5045 adopted 9/9/88.

The Board of Regents directs the University of Wisconsin System Administration to:

1. Monitor course drop rates at all UW System institutions.
2. Require all UW System institutions to reduce or maintain course drop rates during any academic year at no more than five percent of credit hours registered at the close of the tenth day of classes at the beginning of the fall and spring terms.
3. Direct all UW System institutions whose drop rates exceed five percent, effective in the fall of 1989, to develop and implement plans to reduce the drop rate to five percent. Such plans will be subject to the review and approval of System Administration.
4. Report to the Board of Regents annually on the drop rates of each institution.

ADMINISTRATIVE OFFICIALS

72-1 ADMINISTRATIVE TITLES

History: Res. 58 adopted 1/7/72.

The Board of Regents adopts, in terms of titles, a President-Chancellor system, with the chief executive of the System bearing the title President and the chief executives of the fifteen units (including Extension and Centers) bearing the title Chancellor.

72-2 AUTHORIZATION TO SIGN CONSTRUCTION CONTRACTS AND CHANGE ORDERS

History: Res. 91 adopted 2/11/72.

That the President or any Vice President of the University of Wisconsin System be authorized to sign construction contracts and change orders within the Regent approved budgets on all projects which have been specifically acted upon by the Regents (normally all projects over $250,000), and that the President or any Vice President of the University of Wisconsin System be authorized to sign construction contracts and change orders within the budgets approved by the State Building Commission on all projects which have been specifically acted upon by the State Building Commission and which actions have been reported to the Regents but the budgets for which have not been acted upon by the Regents (normally projects under $250,000); subject to the understanding that such actions over $25,000 shall be reported to the Regents at each subsequent meeting.

78-5 ADMINISTRATIVE SALARY RANGE

History: Res. 1678 adopted 6/9/78.

The Board of Regents approves the principles for reassignment or continuing assignment of administrative positions governed by Sec. 20.923(5), *Wis. Stats.*, to pay ranges as described in the discussion paper, dated June 1978, and directs the President of the UW System to make the salary range assignments responsive to these principles, and to report such assignments to the Governor and the Legislature in the annual report required in s. 20.923(5), *Wis. Stats.*, from the Board of Regents for the 1978-79 fiscal year, and annually thereafter.

Specifically the principles of assignment shall be as follows:

1. All administrative positions referenced in s. 20.923(5), *Wis. Stats.*, with the titles of assistant and associate vice presidents of the University of Wisconsin System, vice presidents of the University of Wisconsin System, vice chancellors not designated in s. 20.923(4)(8), and associate and assistant chancellors and vice chancellors shall be assigned to Executive Salary Groups 1 through 5. Further, all positions carrying the titles of assistant to the chancellor or directors or associate directors or associate directors with over 50 percent or their activities coded as physical plant, general operations and services, and auxiliary enterprises whose fiscal year annual salary rate exceeds the maximum of pay range 1-17 of the general non-represented pay schedule #1 for that fiscal year shall be assigned to Executive Salary Ranges 1 through 5.
2. All positions referenced in *Wis. Stats.*, 20.923(5) whose current annual salary rate does not exceed the maximum of pay range 1-17 of the general non-represented pay schedule #1 for that fiscal year, shall continue in their assignment to the appropriate UW System salary ranges previously authorized by the Board of Regents.

87-15 DELEGATION OF AUTHORITY TO PRESIDENT FOR PERSONNEL ACTIONS

History: Res. 3941 adopted 12/11/87; amended by Res. 5387, 12/89; replaces 73-12, 75-7.

The President of the University of Wisconsin System is authorized to approve, on behalf of the Regents, personnel actions involving staff in or for positions other than system vice presidents and chancellors; and the President is authorized to delegate such authority, with the following provisions:

Prior to authorizing recruitment or promotion to fill any faculty, academic or limited staff position for which the planned rate of pay exceeds the maximum annual salary equivalent in Group 6 of the State Executive Pay Plan, the President shall furnish the Board with a description of the position and a justification of the salary range and intended length of appointment assigned to it. Unless a Regent requests that the appointee be considered by the Board, the President may authorize recruitment and appointment, and

Prior to approving annual merit increases for faculty, academic and limited staff members whose rate of pay exceeds that stipulated above, the President shall review the list of such increases with the Board of Regents and obtain its approval.

88-2 SEARCH AND SCREEN PROCEDURES FOR CHANCELLORS, SENIOR VICE PRESIDENTS AND VICE PRESIDENTS

History: Res. 4034 adopted 4/8/88; replaces 72-18; amended by Res. 5176 (also called 89-3 until incorporated herein) and Res. 6636 adopted 4/94; amended by Res. 6932 adopted 5/95.

The procedure for selecting Chancellors, Senior Vice Presidents, and Vice Presidents is as follows:

Chancellors:

1. Upon indication of a vacancy in the position of Chancellor, the President of the Board shall promptly designate a Special Regent Committee consisting of not less than three nor more than five Regents to be involved in the selection process for a replacement. The President of the Board shall designate a chairperson of the Special Regent Committee.

2. The Special Regent Committee shall confer with the President of the System and advise the President of any special qualifications for the position which it believes should be considered. The Special Regent Committee will work with the System President to produce a brief job description taking into account the special characteristics of the institution at which the Chancellor would serve.

3. The System President shall appoint a Search and Screen Committee, the majority of which shall be faculty, comprised of:

    (a) Faculty selected after consultation with appropriate faculty representatives;

    (b) Academic Staff selected after consultation with appropriate academic staff representatives;

    (c) Students selected by the recognized institutional student government, or in the absence of one, at the discretion of the UW System President;

    (d) Administrators representing institutions and the System Administration;

    (e) At the option of the System President, one community representative; and

    (f) A Chairperson appointed from among the faculty members of the Committee.

The Search and Screen Committee will be provided with the job description prepared by the System President and the Special Regent Committee. Interviews of candidates will be within the discretion of the Search and Screen Committee.

4. The Search and Screen Committee shall subsequently return a list recommending at least five individuals that it believes are qualified, in unranked order, along with an alphabetical list of all persons considered. Delivery of the list shall be at a joint meeting of the Search and Screen Committee, the System President and the Special Regent Committee in order that the System President and the Special Regent Committee may receive an oral presentation on each of the candidates recommended. The Search and Screen Committee shall then be discharged, provided that, if no name on the initial list presented by the Search and Screen Committee is accepted, the Search and Screen Committee shall not be discharged, and shall be asked to provide a second list of at least five additional candidates.

5. The System President, in conjunction with the Special Regent Committee, shall review all of the recommended candidates and conduct such interviews as may be deemed appropriate.

6. The System President may recommend a candidate to the Special Regent Committee, which shall make its recommendation to the Board. Final approval of the appointment shall be made by the Board.

7. This process shall apply to such other positions as the Board shall from time to time determine, as referenced in Regent Policy 87-15, Revised, December 8, 1989.

Senior Vice Presidents and Vice Presidents:

1. Upon indication of a vacancy in a Senior Vice President or Vice President position, the President of the System shall appoint an Advisory Committee. The Advisory Committee will be provided with a job description prepared by the System President in consultation with the appropriate Standing Committee of the Regents.

    (a) For positions as determined by the President which involve a high degree of campus contact, the Advisory Committee shall include Academic Staff, Student and Faculty representatives.

2. The Advisory Committee shall subsequently return a list recommending to the System President at least five individuals that it believes are qualified, in unranked order, along with an alphabetical list of all persons considered. The Advisory Committee shall then be discharged, provided that, if no name on the initial list presented by the Advisory Committee is accepted, the Advisory Committee shall not be discharged, and shall be asked to provide a second list of at least five additional candidates.

3. The System President, in conjunction with the appropriate Standing Committee of the Regents, shall review all of the recommended candidates and conduct such interviews as may be deemed appropriate. The System President shall fill the vacancy from among the candidates interviewed, and shall advise the appropriate Standing Committee of the Regents and the Board of the person selected.

4. Final approval of the salary for the vice president position shall be made by the Board of Regents.

88-15 AUTHORIZATION TO SIGN DOCUMENTS -- VILAS TRUST

History: Res. 5073 adopted 10/7/88.

The Secretary, Assistant Secretary, Trust Officer or Assistant Trust Officers of the Board of Regents of the University of Wisconsin System is authorized to sign certificates and warrants addressed to the Trustees of the Estate of William F. Vilas for payments of amounts payable to the Board of Regents pursuant to proffers made by the Trustees of said Estate to the said Regents in accordance with the Will of said William F. Vilas, deceased.

93-1 AUTHORIZATION TO SIGN DOCUMENTS

History: Res. 6314 adopted 2/5/93; replaces 72-2(a), 75-2, 83-2, 91-10, 92-2. (See also 88-15.)

That, on the recommendation of the President of the University of Wisconsin System Regent Resolution #6042 (RPD 92-3) approved by the Board on March 6, 1992 be rescinded; and that the following revised resolution be approved effective immediately:

That any of the following corporate or administrative officers of the University of Wisconsin System -- Secretary, Associate Secretary, Assistant Secretary of the Board, the President, any Vice President, and any administrative officer or administrative assistant designated by the President of the University of Wisconsin System -- is authorized to sign:

1. Proposals, agreements, contracts and contract supplements for research work or any other purposes upon approval of the project by the President or any Vice President of the University of Wisconsin System or the appropriate chancellor or designee with the following extramural entities:

   United States Government, any of its agencies or departments, any state or municipality or any agency or department thereof, or any non-profit organization.

2. Certifications, releases, inventory reports, and other documents as required by the government in connection with the termination of the contracts with the federal government for research and educational services furnished by the University of Wisconsin System.

3. Applications, notices, bonds, and other instruments required by the federal government in connection with matters relating to federal laws and regulations for the purchase and use of tax-free alcohol in the laboratories of the University of Wisconsin System.

4. Purchase orders and other instruments required by the federal government for the procurement of narcotics for use in the laboratories of the University of Wisconsin and in University Hospitals.

5. Grants, contracts, leases, and agreement with private-profit making organizations, with the understanding that those in excess of $200,000 require formal acceptance by the Regents prior to execution.

6. Royalty agreements with the University of Wisconsin Press.

7. Transactions of the University of Wisconsin System's employee savings bonds accounts.

Grants, contracts, leases and agreements, including royalty agreements with the University of Wisconsin Press, will be reported monthly to the Vice President for Business and Finance and the Vice President for Physical Planning and Development.

94-4 EXECUTIVE SALARY STRUCTURE

History: Res. 5357 adopted 11/10/89 (RPD 89-7), rescinded and replaced with Res. 6664 5/94.

Salary Guidelines for UW System Senior Executives

This salary policy is intended to reflect the duties and responsibilities borne by UW senior executive positions, the national market for higher education executives, and local Wisconsin conditions. This policy applies to Chancellors and Provosts or Vice Chancellors for Academic Affairs at the UW institutions; the Vice Chancellor for Clinical Health Sciences at UW-Madison; and the UW System President, Senior Vice Presidents, and Vice Presidents.

I. Establishment of salary ranges for UW System senior executive positions

To reflect the national higher education market, peer salary data will be utilized. The 1984 faculty peer groups will be utilized as the salary peer groups for the Chancellor and Vice Chancellor positions at the UW institutions. For the UW System President and Vice President positions the salary peer group will be the following university systems, which are similar in size and composition to the UW System: University of California, California State University System, State University of New York, City University of New York, University of North Carolina System, University of Florida System, University of Maryland System, and University of Texas System.

Because the cost of living is relatively lower in Wisconsin than many other states, *the mid-point of the salary range will be set at 95% of the peer median* as an approximation of the regional cost-of-living differential for Wisconsin.

The salary range will be 90-110% of the salary range midpoint as defined above.

For a few UW System senior executive positions statutory provisions may prohibit the Board of Regents setting a salary within the salary range defined in this policy. In these cases, the Board of Regents will seek to adhere to the salary guidelines as defined in this policy as closely as possible subject to the statutory constraints.

These salary ranges do not guarantee individual salary rates. Individual salaries for UW System senior executives are based on performance.

II. Procedures for Board of Regents approval of salaries of UW System senior executives

For continuing senior executives, salary increases are considered and approved by the Board of Regents once a year, at the same time as all other UW unclassified employees.

For newly hired senior executives, the Board approves the starting salary at the time of hire and, in addition, delegates to the UW President the authority and discretion to make a base salary adjustment up to a specified level within 6-9 months of the date of hire. Exercise of the base salary increase is at the President's discretion based on the performance of the individual in his/her new position. This provides the opportunity to reward outstanding performance during the initial period of employment.

96-5 DELEGATION OF RESPONSIBILITIES TO THE VICE PRESIDENT FOR FINANCE

History: Res. 7308 adopted 10/11/96.

Upon the recommendation of the President of the University of Wisconsin System, the following responsibilities have been delegated to the Vice President for Finance:

1. Land transactions within campus boundaries. This includes purchase, trade, gifts, and the sale of lands that have been declared surplus by the Board of Regents. An annual report is to be provided to the Business and Finance Committee regarding any changes that occurred with the holdings.
2. Authority to sign contracts and documents for University purposes with a value of under $200,000.
3. Authority to negotiate and pay all assessable improvements charges levied by municipalities.
4. Authority to sign easements which benefit the University.
5. Authority to undertake projects funded by the All-Agency appropriations.
6. Implementation of Environmental Policy Act.

ADMISSIONS POLICY

72-5 NONRESIDENT UNDERGRADUATE QUOTAS

History: Res. 164 adopted 5/5/72.

All prior actions of the University of Wisconsin Board of Regents and the Board of Regents of the Wisconsin State University System relating to non-resident undergraduate admissions quotas are hereby rescinded and the following non-resident undergraduate admissions policy is hereby adopted:

1. A common non-resident undergraduate admissions quota of 25% for each campus of the University of Wisconsin System is adopted, beginning 1972-73; and to protect against any possible overbuilding of facilities, the long-range enrollment projections adopted by the Board on April 7, 1972 shall not be

adjusted upwards in the future on the basis of new projections of increases in non-resident undergraduate students.

2. *Consistent academic standards shall be applied in passing upon admissions applications of both* resident and non-resident undergraduates.

72-11 FRESHMAN ADMISSIONS POLICY

History: Res. 239 adopted 7/14/72; amended by 87-7 and Res. 6152, 7/92; supplemented by Res. 6441, 6/93, amended by Res. 7317, 10/96. (See also 87-8.)

Wisconsin has long held a strong commitment to maximize educational opportunity for her citizens. In recognizing the necessity of making educational opportunity equally accessible to all its citizens through the University of Wisconsin System, it is important that the diverse needs of the state's population be accommodated through a flexible admissions policy. The state must meet the dual goals of fulfilling the special missions of each campus and providing accommodation for students at some institutions within the University System's range of programs. The following parameters provide a framework for a Systemwide admissions policy, from which more specific requirements may be implemented by the various institutions of the university system.

Freshman applicants must satisfy the following minimum requirements to be considered for admission:

I. Graduation from a recognized high school or equivalent.

A. A recognized high school is one which either, (1) is accredited by a regional accrediting association or state university or, (2) is recognized or accredited by a state department of public instruction or its equivalent.

B. An applicant who has not graduated from a recognized high school must provide evidence of satisfactory completion of the requirements for a high school equivalency certificate or a diploma from a recognized high school, school system or state department of public instruction based on the GED examination, the Wisconsin High School equivalency Examination or other established criteria.

II. Distribution Requirements

A. Effective fall 1991, a minimum of 16 high school credits is required. Eleven of the 16 units will be the DPI requirements (P.I. 18.03):

English	4 credits
Social Science	3 credits
Mathematics	2 credits
Natural Science	2 credits

The remaining 5 units will be:

From the above areas or foreign language	3 credits
From the above and/or fine arts, computer science and other academic areas	2 credits
TOTAL	**16 credits**

Each institution may specify additional unit requirements for the remaining 5 units and may specify required content for all 16 units.

B. Effective fall 1995, for students graduating from high school in spring 1995 and thereafter, a minimum of 17 high school credits is required. Thirteen of the 17 credits will be distributed as follows:

English	4 credits
Social Science	3 credits
Mathematics	3 credits
Natural Science	3 credits

The remaining 4 units will be:

From the above areas, foreign language, fine arts, computer science and other academic areas	4 credits
TOTAL	17 credits

Each institution may specify additional unit requirements for the remaining 4 units and may specify required content for all 17 units.

III. Evidence that the applicant is prepared to do satisfactory work at the campus to which he or she is applying.

A. Normally this evidence will consist of the student's rank in class. Any Institution, based on its mission and supportive services, may set specific requirements on rank in class.

B. Any institution may require test scores of all or some of the applicants as additional evidence but they may not deny admission to any student based on test scores alone.

C. Students lacking rank-in-class or test score qualifications may be considered if, on the basis of other factors, they appear to have a reasonable probability of success. Particular consideration in admission will be given to applicants who have been out of school for two or more years, service veterans, as defined by state and federal policies, and to students who have been disadvantaged as a result of substandard education, family income level, or ethnic background.

IV. Requirements for out-of-state students will be the same as those for resident students except that an institution may adopt special requirements for foreign applicants. If the number of qualified out-of-state students exceeds the ability of the institution to accommodate them, the institution shall determine the criteria for selection from among qualified applicants.

V. Applicants who do not qualify according to the above requirements may appeal for special consideration through the appropriate Director of Admissions. Any institution may conditionally or fully admit applicants who lack the stated requirements but are deemed to merit special consideration.

84-3 UW SYSTEM UNDERGRADUATE TRANSFER POLICY

History: Res. 3045 adopted 5/11/84; replaces 73-5, 75-1, 76-1; amended by 89-9.

Mobility is a common human phenomenon. This is particularly true for students in higher education. For several reasons--a change in major, a family move, the economic or familial necessity of attending college close to home--students are frequently faced with the need to obtain their collegiate education from two or more institutions. In response to such needs, the University of Wisconsin System welcomes transfer students from other accredited colleges and universities and from institutions within the UW System. Thus, a conscientious effort has been made by the UW System to create a student-oriented transfer process. The foremost goal is a policy that provides a strong focus toward serving students and strives to treat continuing and transfer students in the same way on program issues (e.g., degree requirements and program changes and notification).

The challenge in this UW System Undergraduate Transfer Policy is to reach an appropriate balance among varied and sometimes competing goals. Some of those goals include: (a) facilitating student mobility; (b) recognizing the distinct mission of each institution of the UW System and the faculty role in the development of the missions; (c) providing information to students on course equivalencies and program requirements throughout the System; and (d) balancing the System concerns with institutional autonomy and program integrity.

I. Spirit of Accommodation for Transfer Students:

The University of Wisconsin System endorses the "Joint Statement on Transfer and Award of Academic Credit" developed in 1978 by the American Association of Collegiate Registrars and Admissions Officers, the American Council on Education Commission on Educational Credit, and the Council on Postsecondary Accreditation which states in part that "transfer of credit is a concept that now involves transfer between dissimilar institutions and curricula and recognition of extra-institutional learning, as well as transfer between institutions and curricula of similar characteristics."

Further, the "Joint Statement" addresses distinctions in the purpose of credit acceptance as follows: "At some institutions there may be differences between the acceptance of credit for admission purposes and the applicability of credit for degree purposes. A receiving institution may accept previous work, place a credit value on it, and enter it on the transcript. However, that previous work, because of its nature and not its inherent quality, may be determined to have no applicability to a specific degree to be pursued by the student. Institutions have a responsibility to make this distinction and its implications clear to students before they decide to enroll. This should be a matter of full disclosure, with the best interests of the student in mind. Institutions also should make every reasonable effort to reduce the gap between credits accepted and credits applied toward an educational credential."

A. It is in the interest of both the student and the UW System that each institution accept in transfer as much credit as is pertinent to the student's new curriculum and the institution's graduation requirements. In accepting credits from accredited colleges and universities, maximum recognition of courses satisfactorily completed shall be given to transfer students in satisfying requirements at the receiving institution. The "Spirit of Accommodation" shall be implemented by recognizing general education/liberal arts requirements in terms of broad academic areas (social sciences, humanities, natural sciences, etc.) as well as specific courses. The transfer student should be advised, however, that the new curriculum may require courses in addition to, or different from, the previous curriculum.

B. If all other conditions for admission are met, credits shall be transferred to the new institution subject to the guidelines elsewhere in this policy and provided that the grades earned in courses at the previous institution are recognized as passing grades at the new institution. However, each institution will determine if and how credits will be applied toward a degree. If a student should later transfer to another UW System institution, all credits from all previous institutions will again be evaluated to determine if and how they will be applied toward a degree. Student course grades may be used as a factor to determine if and how transfer credit is applied, but the same principles should be applied to both transfer and non-transfer students.

C. When a student transfers within the UW System, the record of all successfully completed undergraduate credit courses taken by the student at UW System institutions previously attended should be placed on the transcript of the receiving institution. The credits should be evaluated by that institution to determine which will apply to the major requirements, the general education distribution breadth requirements (for students not presenting a UW System Associate Degree), competency requirements, or the graduation requirements of the specific program in which the student is enrolled. Those credits which are not applicable to the requirements of the specific program should be noted on the transcript. If the student subsequently changes to another academic program or another UW System institution, all credits will again be evaluated in the context of the requirements of the new program.

D. Students seeking transfer of credit after attending one or more accredited institutions of higher education, and who are found to be admissible, shall normally be given an evaluation of credits prior to enrollment. Degree requirements for full-time and part-time transfer students from UW System institutions shall be determined by the same institutional policy used to determine degree requirements for non-transfer students. UW System institutions should make every effort to provide transfer students with sufficient advance notice of impending changes in degree requirements to allow them the opportunity to adjust their programs as needed.

E. Schools, colleges, and departments should provide timely information to other UW System institutions about all new programs and curricular changes. Where deemed appropriate by the campus unit initiating curricular action, input may be elicited from other System universities on the effects of program development or modification on potential transfer students.

II. Minimum General Admission Requirements for Transfer Students

A. Normally students with an overall 'C' (2.00 grade point average on a 4.00 scale) average at their previous institution(s) shall be admissible.

B. Students with less than an overall 'C' average at their previous institution(s) may be admissible if they would originally have been admissible as freshmen at the UW System institution to which they are now seeking entry and if they would be eligible to continue at this new institution had they achieved their existing academic record at the new institution.

C. In fulfilling the institutional mission, it may be necessary for a school, college or department to set standards for entry to their programs which exceed the minimum transfer requirements. Such standards for entry shall apply equally to transfer and non-transfer students.

D. Admission requirements for out-of-state transfer students will be the same as those for other transfer students except that an institution may adopt special requirements for foreign applicants. If the number of qualified out-of-state transfer students exceeds the ability of the institution to accommodate them, or if the institution needs to ensure that priority is granted to students transferring from UW System institutions as specified in II. F. below, the institution shall determine the criteria for selection from among qualified applicants.

E. Those who do not qualify under the provisions above may appeal through the appropriate institutional appeal procedures.

F. It is recognized that in periods of diminished resources, a policy of limitation of transfer students' access to the institutions of their choice may be necessary to protect the quality of the academic program. In such cases, institutional policy will determine the criteria by which limitations of access shall be applied, but preference for admission of transfer students shall be given to students transferring from the UW Colleges, and other UW System institutions where the student's desired major or program is not offered, subject to the limits of an institution's enrollment target.

III. Recognition of Institutions and Programs:

The University of Wisconsin System bases its general policy on the acceptance of credit from another institution on that institution's mission, quality of programs and its status with an accrediting agency approved by the Council on Postsecondary Accreditation (COPA).

A. Institutional Accreditation: Credit earned in institutions of higher education that are accredited is transferable if applicable to the student's degree program at the new institution. (If the institution offers both college parallel and non-college parallel courses, the full transfer applies only to the college parallel courses.)

B. Programmatic Accreditation: For schools accredited by a programmatic accrediting association, credit may be granted in the specialty of accreditation (art, music, etc.) if recommended by the appropriate academic department or equivalent.

C. Not Accredited:

1. Credit earned in institutions of higher education that are not accredited is not acceptable for transfer except as outlined below. Students who have taken courses at non-accredited schools may seek credit by examination in courses where resident students have the right to earn credit by examination.

2. Credit earned in an institution which is a "Recognized Candidate" for accreditation is transferable if applicable to the student's degree program at the new institution.

D. Foreign: Credit may be granted for postsecondary work if the institution is listed either in the "International Handbook of Universities" or in "Commonwealth Universities Yearbook". Credit may be granted for postsecondary work from institutions not listed in these publications upon departmental evaluation of program syllabi.

E. Special Situations:

1. Credit by Examination: Each institution should provide transfer students the same opportunities as non-transfer students to demonstrate their competence through the use of internally and/or externally developed tests, portfolio assessment procedures and/or other competency based alternatives. These options will allow any student the opportunity to gain credit by demonstrating competency. Each institution will retain the prerogative to establish proficiency score levels, courses for which credit by examination is deemed appropriate except as noted in IV.C.2., limitations of credit allowed, policies regarding testing fees, and other related policies that are consistent with the characteristics, ability and achievement of the particular student body at the institution. Credit earned by examination should be clearly indicated on the student transcript. Students who are given credit on the basis of examinations should be informed that in the event of transfer, they can expect the receiving institution to reevaluate if and how such credit will be applied to the degree.

2. Interinstitutional Transfer of a UW System Associate Degree: For the purposes of facilitating transfer between institutions in the UW System, Associate Degrees awarded by UW System institutions shall be considered as meeting the minimum general education breadth requirements as defined by the UW System Board of Regents. The UW System baccalaureate-granting institutions shall consider transfer students holding such an Associate Degree to have met the university-wide, college and school general education breadth requirements of that receiving institution. Transfer credits will be evaluated by the receiving institution on a course-by-course basis for purposes other than determining satisfaction of general education breadth requirements. Competency requirements or levels of proficiency established by the receiving institution will be required of transfer students. Additionally, transfer students may be required to take general education courses normally required of junior and senior students. Individual baccalaureate programs may stipulate courses to be taken by the student. Students should be attentive to the specific requirements of an intended major in planning their general education program. (See Appendix 1 for Transfer of UW System Associate Degrees Statement of Principles.)

3. Use of Guides to Evaluate Non-collegiate Educational Experiences: With the approval of the appropriate faculty committee, each institution has the option of granting credit on the basis of recommendations made by the guides to non-collegiate educational experiences published by the American Council on Education's (ACE) Office on Educational Credit and Credentials, e.g., the Guide to the Evaluation of Educational Experiences in the Armed Services and A Guide to Educational Credits for Training Programs. In those cases in which a UW System institution accepts courses and grants credit which the ACE Office on Educational Credit and Credentials has recommended, credits granted a student for those courses are not necessarily transferable to another UW System institution; in each case, the receiving institution will determine whether or not to accept the credits. All non-collegiate education courses/credits accepted by the institution must be so designated on the student's transcript.

IV. Facilitating the Transfer of Credit from Non-baccalaureate Institutions to UW System Baccalaureate-granting Institutions

A. Freshman/Sophomore Colleges and Universities: Students transferring from the UW Colleges and other freshman/sophomore liberal arts programs to UW System baccalaureate degree-granting institutions may generally apply up to half the credits required for the degree, but not more than 72 semester credits. This does not alter the regulations concerning credits to be earned in residence at an institution.

B. Extension: Courses offered on or off the UW System institution's campus, by regular class, media, or independent study will transfer on the same basis as equivalent courses taken on the UW System institution's campus.

C. Vocational/Technical Colleges and Institutions

1. Credits satisfactorily completed in the three VTAE accredited college parallel programs at Madison, Milwaukee and Rhinelander and similar programs out-of-state will normally be accepted at all universities in the UW System through the freshman and sophomore years of college work. A student may generally apply up to half the credits required for the degree, but not more than 72 semester credits. This resolution does not alter the regulations concerning credits to be earned in residence on a campus.

2. UW System institutions may accept up to fifteen (15) general education credits from a successfully completed non-college parallel Associate Degree program at a Wisconsin VTAE institution. Where the quality and content of that coursework is judged to be comparable to the coursework at the receiving institution, the credit will transfer. In certain cases where UW System institutions find VTAE coursework not acceptable for transfer, VTAE System students with an Associate Degree shall have an opportunity to earn credit by examination if the UW System institution offers a course which is generally comparable in content and/or title to the non-college parallel general education course.

3. It is recognized that a professional development pattern exists for many persons trained in certain vocational-technical programs who later transfer to a UW System institution to continue their studies in the same general field. UW System institutions will work with the Wisconsin VTAE institutions to identify cases where non-college parallel Associate Degree programs have a direct relationship with one of their programs. In such cases, students who complete a VTAE Associate Degree program and subsequently enroll in a UWS program may be able to transfer certain related occupational and technical credits. Where program relationships are found to exist, transfer articulation agreements are encouraged. All such credit transfer and articulation

agreements must be approved by the UW System Office of Academic Affairs. Approval will be based on an institution's ability to demonstrate the direct programmatic relationship of occupational and technical credits they have accepted outside the college parallel area. In those cases where a UW System institution accepts certain non-college parallel occupational and technical credits, it should be understood that the credits are not then transferable to other UW System institutions unless a similar credit transfer or articulation agreement exists. Course acceptance is dependent upon each institution's policy.

V. **Providing Current and Accurate Information on Program Changes and Requirements and Transfer Policies Throughout the UW System**

A. The Transfer Information System (TIS) will become a UW System source for official institutional undergraduate course and program information. Each institution will provide the information and data necessary to establish this system and keep it current and accurate.

B. The appropriate office or department at each UW System institution will prepare equivalency matrices for all lower division undergraduate courses taught at the other UW System institutions and for all transferable courses from institutions within the VTAE System.

C. The appropriate office or department at each UW System institution will prepare an equivalency matrix for another institution when it is determined that transfer traffic between the two institutions warrants the work involved.

D. Transfer policies of specific colleges or schools shall be explicitly stated in catalogs and bulletins. Students applying for transfer should be made aware of the UW System transfer policy at the outset through appropriate brochures, pamphlets or bulletins. In addition, any changes in admission and/or program requirements shall be announced and publicized well in advance (two years when possible) of implementation via brochures, pamphlets, bulletins, catalogs and the Transfer Information System.

Appendix I. Transfer of UW System Associate Degrees: Statement of Principles.

1. Any associate degree offered by a UW System institution must meet the minimum standards established by the Board of Regents and have them certified by the UW System Office of Academic Affairs.

2. Once certified, the associate degree from any UW System institution will meet the university-wide, college and/or school freshman-sophomore level general education breadth (GE/breadth) requirements of other UW System institutions (SG 4).

   (a) University-wide GE/Breadth Categories: Students who transfer with a UW System Associate Degree will satisfy all area/discipline distribution requirements (e.g., political science, psychology, sociology) and total credit requirements within university-wide GE/breadth categories (e.g., social science, humanities, natural science) even if additional areas/disciplines or credits are required by an institution for its own students.

   (b) College or School GE/Breadth Categories: Students who transfer with a UW System Associate Degree will satisfy all area/discipline distribution requirements within college or school GE/breadth categories whether or not the institution's own students are required to take coursework in areas/disciplines which are in addition to those included in the associate degree. However, if a school or college requires for degree completion by its own students specific courses and/or additional credits within these GE/breadth categories, transfer students may be required as well to take these specific courses and/or additional credits. (Ex. The School of Business may require transfer students with a UW System Associate Degree to take "Micro and Macro Economics" to satisfy this business requirement if this course is required for all other business students.)

   (c) Specific Area/Discipline Requirements within GE/Breadth Categories: Students who transfer with a UW System Associate Degree will satisfy any specific area/discipline requirements (e.g., literature, world history) within GE/breadth categories, which may be required by an institution for its own students. (Ex. The requirement to take any literature course to partially satisfy a humanities requirement would be waived for transfer students with a UW System Associate Degree.)

   (d) Requirements Mandated by External Professional Accrediting Associations or Program Approving Agencies: Students who transfer with a UW System Associate Degree must satisfy any requirements mandated by an external professional accrediting association or program approving agency (e.g., D.P.I., State Board of Nursing, AASCB).

3. Students who transfer with a UW System Associate Degree do not automatically meet proficiency/competency requirements (i.e., English composition, speech, foreign language, math), junior/senior level GE/breadth requirements, or major or program requirements unless the receiving institution determines that they were included within the associate degree from a UW System.

4. Students who transfer with a UW System Associate Degree that includes an ethnic studies (cultural diversity) component will satisfy the ethnic studies requirement at any other UW System institution. Students transferring to a UW System institution which requires ethnic studies for graduation for its own students will be required to meet this requirement at the receiving institution if their associate degree program did not include ethnic studies.

86-5 USE OF THE AMERICAN COLLEGE TEST (SG 24)

History: Res. 3688 adopted 12/5/86.

The UW System admissions policy shall provide that the American College Test (ACT) is to be required of all freshmen entering a campus of the University of Wisconsin System effective in fall, 1989.

It is the intent of the Regents that:

1. Institutions themselves will determine how the ACT is to be used.
2. In no situation can the ACT be the sole criterion for admission.
3. Non-resident student applicants will be permitted to submit SAT scores in lieu of results from the ACT.

Any institution may waive the admission test requirement for freshmen applicants who require special and unique exemption. An annual report of the number and types of exemptions granted will be provided to System Administration and distributed to the Board of Regents.

87-8 TRADITIONAL AND NONTRADITIONAL FRESHMAN ADMISSIONS POLICY

History: Res. 3810 adopted 6/5/87. (See also 72-11.)

Whereas, the purpose of enrollment management is to preserve and enhance educational quality throughout the University of Wisconsin System, and whereas, to assure quality, it is important to use the limited resources in the most effective manner, and whereas institutions, schools, and programs should not admit more students than can be served in an orderly fashion, the Board establishes two categories of freshman admissions: (1) Traditional and (2) Nontraditional. All students admitted in the fall, 1988 will be admitted on the basis of the criteria established within these categories.

1. Traditional Admissions includes:

   (a) Standard Admissions: Those students (a) who are from a recognized Wisconsin high school, meet the high school academic unit distribution requirements, and effective fall, 1989 have taken the ACT and meet the predetermined high school rank for the institution, (b) who did not meet the predetermined high school rank but meet a predetermined ACT/SAT or combined ACT/high school rank score, or (c) for whom high school rank is not available or who did not meet the standard criteria but who meet other quantifiable criteria such as standardized or institutional achievement test scores, alternate high school units, specified courses, g.p.a., or have demonstrated exceptional talents in particular areas.

   (b) Discretionary Admissions: Those students in the traditional admissions category who meet the predetermined admissions criteria but who have less probability of success. The student's chance of success will be based on a comparison with the past degree recipients admitted on the same criteria. Should there be a need to limit admissions, students in the discretionary admission category would be admitted on a limited basis to achieve the enrollment management goal.

2. Nontraditional Admissions:

   (a) Older Nontraditional Admissions Over Age 20: Students who do not meet the above criteria but are members of specific groups; for example, students in programs because of physical status or learning disability, minority status or because of substandard income level; veterans; incarcerated; or foreign students. Students who are over the age of 20 will be evaluated on criteria appropriate to their special circumstances.

   (b) Nontraditional Admissions Under Age 20 (Exceptions): Students who do not meet the above criteria but are members of specific groups; for example, students in programs because of physical status or learning disability, minority status or because of substandard income level; veterans; incarcerated; or foreign students. These students may be admitted but considered exceptions.

Further, the Board of Regents requires institutions to evaluate the retention and graduation success of students admitted under its various admissions criteria to establish baselines for determining the probability of student success. These evaluations shall be shared with the Board of Regents annually, with the initial report due in December 1987.

93-3 COMPETENCY BASED ADMISSIONS

History: Res. 6441 adopted 6/4/93; supplements 72-11.

That, upon the recommendation of the President of the University of Wisconsin System, the Board of Regents endorses the development of a pilot competency-based admissions policy as a supplement to the University of Wisconsin System Freshman Admissions Policy (Regent Policy Document 72-11, as amended).

ADVISORY COUNCILS

72-16 AUTHORIZATION TO ESTABLISH ADVISORY COUNCILS **(See also Visitors)**

History: Res. 304 adopted 10/6/72.

Each chancellor of a degree-granting university and the centers is authorized to establish an advisory council.

(a) The members of each such body shall be appointed by the chancellor and be advisory to the chancellor.

(b) The chancellor will select members using broadly based representation from the lay community.

(c) The size of each such body will be determined on each campus.

(d) Each such body shall meet at least two times each year, and regular meetings may be supplemented by additional meetings called by the chancellor as special circumstances may require.

(e) The members of such bodies will serve without compensation.

(f) The intent in the creation of such bodies is to provide an opportunity for lay citizens to serve Wisconsin higher education in a direct manner and to provide the chancellor of each campus with citizen advice on any issue that will affect the university community. Because each university serves the state as well as its region, membership on such bodies need not be limited to persons living in the immediate service area of the campus.

ALCOHOL BEVERAGES

85-2 USE OF ALCOHOL ON SYSTEM CAMPUSES

History: Res. 3332 adopted 7/12/85; replaces 72-13.

The Board of Regents approves recommendation I, II, and V of the University of Wisconsin System Advisory Committee on Alcohol:

Recommendation I

The abuse of alcohol on the campuses of the university system is matter of significant concern because it interferes with the education of students and the job performance of faculty and staff. The most effective ways to deal with issues of alcohol abuse in the university community are educational and supportive in nature, designed to effect attitudinal and behavioral change.

Recommendation II

The committee recommends that Administrative Code UWS 18.06(13) be changed. *[This change has been implemented and may be found in the current UWS 18.06(13)]*

Recommendation V

The committee recommends that the Board of Regents endorse the Guidelines for Alcohol Beverage Marketing on College/University Campuses, developed by the Inter-Association Task Force on Alcohol, and urge the chancellors and the executive dean of the centers to use or even to strengthen them as a basis for developing campus policy. It is further recommended that campuses review such policies annually for the purpose of continual examination of the relationship that exists between the university and the alcohol beverage industry.

Guidelines for Alcohol Beverage Marketing on College/University Campuses:

1. Alcohol beverage marketing programs specifically targeted for students and/or held on campus should conform to the code of student conduct of the institution and should avoid demeaning sexual or discriminatory portrayal of individuals.
2. Promotion of beverage alcohol should not encourage any form of alcohol abuse nor should it place emphasis on quantity and frequency of use.
3. Beverage alcohol (such as kegs or cases of beer) should not be provided as free awards to individual students or campus organizations.

4. No uncontrolled sampling as part of campus marketing programs should be permitted and no sampling, or other promotional activities, should include "drinking contests."

5. Where controlled sampling is allowed by law and institutional policy, it should be limited as to time and quantity. Principles of good hosting should be observed including availability of alternative beverages, food and planned programs. the consumption of beer, wine and distilled spirits should not be the sole purpose of any promotional activity.

6. Promotional activities should not be associated with otherwise existing campus events or programs without the prior knowledge and consent of appropriate institutional officials.

7. Display or availability of promotional materials should be determined in consultation with appropriate institutional officials.

8. Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products represented.

9. Beverage alcohol marketers should support campus alcohol awareness programs that encourage informed and responsible decisions about the use or non-use of beer, wine, and distilled spirits.

10. If permitted, beverage alcohol advertising on campus or in institutional media, including that which promotes events as well as product advertising, should not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual or academic success.

11. Advertising and other promotional campus activities should not associate beverage alcohol consumption with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.

12. Local off-campus promotional activities, primarily directed to students, should be developed with the previous knowledge of appropriate institutional officials.

It was further recommended that each member of the Inter-Association Task Force (the American College Personnel Association (ACPA), the Association of College and University Housing Officers International (ACUHO-I), the National Association of Student Personnel Administrators (NASPA) and BACCHUS) call upon its members who permit alcohol beverage promotions on campus to disallow such activities by alcohol beverage marketers who do not agree to abide by these guidelines.

ART

73-15 DISPOSAL OF WORKS OF ART

History: Res. 584 adopted 10/5/73.

A. The Regents recognize that the works of art under the control of an art center or gallery are a revolving resource and that maintenance of a quality collection requires periodic exchanges, sales, and acquisitions by the center or gallery.

B. Each center or gallery should have an art accessions committee which is hereby granted authority to dispose by sale or exchange of works of art that are no longer needed or are not useful to the collection. All works to be disposed of will be independently appraised prior to sale and sold for at least the appraised valuation. Exchanges of works of art should include an independent appraisal of all works involved.

C. All dispositions under this action shall be regularly reported to the Board for its review and ratification. If the work of art to be disposed of was acquired as a gift, the donor's letter or other instrument describing the gift and transferring ownership shall be checked for restrictions to assure that no restrictions exist to prevent the disposal.

D. Funds realized from disposed works of art will be used to acquire other works of art in the name of the donor of the disposed works of art, thus perpetuating the donor's name and his generosity.

E. Funds from any sale and investment earnings thereon will be and remain trust assets of the respective center or gallery, held for the benefit of the center or gallery with disbursement to be made on recommendation of the appropriate art accessions committee.

ASSESSMENT

92-7 ACADEMIC QUALITY PROGRAM--ASSESSMENT

History: Res. 6215 adopted 9/11/92.

The UW System institutions shall continue to implement the Academic Quality Program (AQP), with special emphasis on meeting the North Central Association's accreditation guidelines for assessment;

UW System Administration shall continue to implement AQP systemwide with a focus on quantitative measurements, including annual publications of the Statistical Profile and regular surveys of students and/or alumni, business and/or industry, the general Wisconsin public, and UW System faculty members.

The UW System institutions shall provide increased institutional accountability for assessment of academic programs and student outcomes through each chancellor's annual report.

UW System Administration shall provide increased systemwide accountability for statewide assessment through the President's annual report.

Each UW System institution shall continue the assessment of students' verbal and quantitative skills, refine the techniques and report annually on the use of assessment results in the improvement of teaching and learning.

UW System shall administer the ACT-CAAP Writing Skills and Mathematics Tests to a systemwide sample of sophomores at the earliest possible date that value added testing is available, and System Administration shall report the results, along with national norms to the Board. These tests will be administered periodically to cohorts of students.

ATHLETICS

74-12 USE OF STATE (GPR) FUNDS FOR CAPITAL NEEDS OF INTERCOLLEGIATE ATHLETICS, UW-MADISON

History: Res. 863 adopted 10/4/74.

It shall be the stated policy that general purpose revenue funds may be used for meeting the capital budget requirements for intercollegiate athletic facilities at the UW-Madison.

84-4 FUNDING FOR INTERCOLLEGIATE ATHLETIC FACILITY PROJECTS, UW-MADISON

History: Res. 3066 adopted 5/11/84.

The following policy is approved for funding facility maintenance, health and safety projects and construction of new facilities for the Division of Intercollegiate Athletics on the UW-Madison campus:

1. Maintenance, health and safety projects are to be funded with ~~70~~ 80%* GPR Supported Funds and ~~30~~ 20%* Program Revenues, and,
2. Construction of new facilities is to be funded with gift funds, Program Revenue, and/or Program Revenue supported bonds.

* Percentages were changed by §. 20.285(1)(db) and 20.285(1)(gb).

91-7 ENDORSEMENT OF STATEMENT OF PRINCIPLES FROM THE KNIGHT FOUNDATION COMMISSION ON INTERCOLLEGIATE ATHLETICS

History: Res. 5843 Adopted 7/12/91.

The Board of Regents endorses for the UW System's NCAA Division I institutions the Statement of Principles recommended by the Knight Foundation Commission on Intercollegiate Athletics; the Board is committed to the philosophy of firm institutional control of athletics, to the unquestioned academic and financial integrity of athletic programs, and to the accountability of the athletic departments to the values and goals befitting higher education.

Statement of Principles (applies to UW System Division I institutions at Green Bay, Madison, and Milwaukee)

1. The educational values, practices and mission of this institution determine the standards by which intercollegiate athletics program are conducted.
2. The responsibility and authority for the administration of the athletics department, including all basic policies, personnel and finances, are vested in the President.
3. The welfare, health and safety of student-athletes are primary concerns of athletics administration on this campus. This institution will provide student-athletes with the opportunity for academic experiences as close as possible to the experiences of their classmates.
4. Every student-athlete -- male and female, majority and minority, in all sports -- will receive equitable and fair treatment.
5. The admission of student-athletes -- including junior college transfers -- will be based on their showing reasonable promise of being successful in a course of study leading to an academic degree. That judgment will be made by admissions officials.
6. Continuing eligibility to participate in intercollegiate athletics will be based on students being able to demonstrate each academic term that they will graduate within five years of their enrolling. Students who do not pass this test will not play.

7. Student-athletes, in each sport, will be graduated in at least the same proportion as non-athletes who have spent comparable time as full-time students.

8. All funds raised and spent in connection with intercollegiate athletics programs will be channeled through the institution's general treasury, not through independent groups, whether internal or external. The athletics department budget will be developed and monitored in accordance with general budgeting procedures on campus.

9. All athletics-related income from non-university sources for coaches and athletics administrators will be reviewed and approved by the university. In cases where the income involves the university's functions, facilities or name contracts will be negotiated with the institution.

10. Annual academic and fiscal audits of the athletics program will be conducted. The institution will seek NCAA certification that athletics programs comply with the above principles. The institution will promptly correct any deficiencies and will conduct athletics programs in a manner worthy of this distinction.

AUDIT POLICY

90-9 CLASS AUDIT POLICY

History: Res. 5658 adopted 12/7/90; replaces 73-9, 74-8, 84-1 and 90-7; amended by Res. 5831 (6/91); amended by Res. 7062 11/95.

1. Audit-Only Enrollees:

The academic fee charge for individuals who register for only non-credit, audit-type attendance of credit classes shall be:

Wisconsin Residents - 30% of the normal per credit academic fee

Nonresidents - 50% of the normal per credit academic fee

Audit fees shall be removed for all disabled Wisconsin residents receiving disability benefits under the Social Security Disability Insurance (SSDI) or Supplemental Income Program (SSI).

Subject to the institution's nonresident tuition remission authorization, the chancellor may waive the nonresident portion of the per credit charge for nonresidents;

The ability of a person to register only for non-credit audit-type attendance is subject to these understandings:

(a) that there be no additional classroom/laboratory space requirements or increased instructional costs resulting through implementation of this policy;

(b) that the approval of the faculty member in charge of the class must be obtained by the auditor;

(c) that auditors receive only provisional permission to attend classes until course registration is completed at the end of the add/drop period;

(d) that any special costs for course instruction other than normal tuition charges be assessed auditors availing themselves of this opportunity;

(e) that a student who opts to enroll on an auditor basis under this policy may not change to a credit basis during the term of enrollment;

(f) that students who later seek credit by university examination for a course that they have audited must be enrolled in the university at the time the examination is taken and are subject to appropriate tuition charge and special course fees;

(g) that the UW System's general policy on the refund of academic fees will apply to audit fees;

(h) access for individuals who are auditors-only will be limited to the library and non-segregated fee funded activities of the student union. A special identification card would be issued and the auditor permitting such access. NO FEE SHALL BE CHARGED FOR SUCH ACCESS. Except for library and non-segregated fee funded activities of the student union, auditors-only shall not be afforded any preferential access to university facilities which is not afforded to the general public;

(i) that Regent, university and student government regulations applying to students apply equally to audit enrollees;

(j) that the universities may determine which credit classes are open to auditors under the terms of this policy;

2. Degree-Seeking Students:

The ability of degree-seeking students to audit classes is subject to the academic policies of the institution. The normal per-credit tuition will be assessed audit credits until the degree and audit credits equal the plateau where academic fees are level. When the combination of degree and audit credits exceeds the full-time credit plateau additional fees shall be assessed.

Subject to the institution's nonresident tuition remission authorization, the chancellor may waive the nonresident portion of the per-credit charge for nonresidents.

BROADCASTING POLICY

73-4 NON-DUPLICATION BROADCAST PROTECTION AGREEMENT

History: Res. 424 adopted 3/9/73.

The Board of Regents of the University of Wisconsin System shall not oppose, formally or informally, the importation of any other television signal to an area served or to be served by WHA-TV or its affiliates. Any non-duplication protection agreement request on behalf of WHA-TV or its affiliates shall ask for no more than simultaneous duplication protection.

80-7 BROADCAST STATIONS - PROCEDURES FOR HANDLING COMPLAINTS

History: Res. 2250 adopted 10/10/80.

I. Introduction

Broadcast stations of the University of Wisconsin System are committed to providing service in the public interest, and access to broad-ranging opinions and ideas. As disseminators of information, cultural and public affairs programs, these stations operate under provisions of the Communications Act of 1934 as amended, and rules of the Federal Communications Commission, in consonance with policy parameters established by the Board of Regents, which holds license for the stations.

In further recognition of their obligation to assure critical examination of ideas and issues, broadcast stations of the University of Wisconsin System welcome comments from their audiences. Some comments may take the form of complaints. This statement provides guidance for the procedures to be followed in processing complaints directed to a station or its personnel.

Any person who wishes to file a complaint about program standards, practices, policies or procedures at a University of Wisconsin System broadcast station; or about the conduct of a member of the staff which the person believes violates university rules or policies, or is not in keeping with proper discharge of the staff member's professional duties, should send a written complaint to the general manager of the station in question.

Depending on the nature of the complaint, the general manager will handle the complaint as follows.

II. Complaints about Program Standards, Practices, Policies, or Procedures

If a broadcast station licensed to the University of Wisconsin System Board of Regents receives a complaint which involves program standards, practices, policies or procedures, the general manager or his/her designee will investigate the complaint and respond in writing within five working days of receipt of the complaint.

If the complainant is not satisfied with the response, he or she may appeal in writing to the chancellor of the institution where the station is located.

In responding to the complaint, the chancellor shall seek the advice and counsel of appropriate standing faculty committee. The chancellor shall subsequently communicate in writing with the complainant within three weeks,to report a response to the complaint or the status of investigation into the matter, with a completed response to be provided in writing as soon as possible thereafter. In those instances where the complaint is found to be valid, the chancellor's response shall indicate corrective action to be taken.

The decision of the chancellor shall be final, except that the Board of Regents of the University of Wisconsin System, at its option, may grant a review on the record.

In a matter of exigency, where time is of the essence and the complaint is of a substantive nature, the chancellor, on sufficient showing by the complainant, may grant immediate review and temporary relief. Subsequent ultimate resolution of such a complaint, on merit and in principle, will be pursued under ordinary procedures of this section.

III. Complaints about the conduct of a staff member--faculty or academic staff

If the general manager receives a complaint which contains allegations concerning conduct by a faculty member or an academic staff member which the person believes violates university rules or policies, or is not in keeping with proper discharge of the staff member's professional duties, the general manager shall refer the complaint immediately for review by the chancellor or his/her designee.

Upon review of the allegations, the chancellor or his/her designee may direct that the complaint be processed under appropriate Faculty Personnel Rules or Academic Staff Policies and Procedures of the institution in accordance with Wisconsin Administrative Code section 6.01 or 13.01, "Complaints." The chancellor shall notify the complainant within five days of the settlement or referral action taken and shall indicate that a completed response in writing will be made as soon as possible. The decision of the chancellor under procedures of this section shall be final, except that the Board of Regents, at its option, may grant a review on the record.

81-1 ACCESS FOR EXPRESSION OF VARYING VIEWPOINTS

History: Res. 2320 adopted 2/6/81.

The Board of Regents of the University of Wisconsin System, in reaffirmation of the obligation to serve diverse public interests through the operation of the 12 non-commercial educational broadcast stations for which it is the licensee, directs the operators and managers of those stations to encourage and provide access for expression of varying social, economic, and political viewpoints on an equal opportunity basis.

81-3 RADIO BROADCAST STATIONS - POSITION STATEMENT

History: Res. 2389 adopted 5/8/81.

In response to a specific recommendation contained in the Interim Report of the Wisconsin Joint (UWS-ECB) Radio Study Committee, the Board of Regents adopts the University of Wisconsin System Position Statement on Radio Broadcast Stations, dated May 7, 1981, and authorizes the System President to transmit the Position Statement to the Wisconsin Educational Communications Board.

> "The broadcast facilities and resources of the University . . . shall be so utilized as to advance the educational purposes of the University and serve to the fullest extent the interests and needs of the people of the state."
>
> University of Wisconsin
> Board of Regents
> January, 1960

It is the premise of this paper that a University of Wisconsin System position statement on radio broadcasting, with regard to use of and plans for UW System stations, would be helpful to discussions of long-range planning; deliberations of study committees; and coordination of internal and external relationships.

In formulating a position statement, the first issue might be whether the University of Wisconsin System intends to continue operating radio stations. If the answer were negative, it would then become necessary to develop mechanisms for divestiture. If the position were positive, it would then be useful to develop a statement relating to administration, categories of stations, programming/operations, and oversight/coordination.

This paper assumes continued operation of UW System radio stations.

The purpose of the following statement is to provide information regarding future plans of and prospects for the radio stations licensed to the Board of Regents and operated by UW System institutions.

These stations are integrally associated with their sponsoring institutions and with the communities they serve. Students, institutional administrators, and professional staff who direct these activities, combine efforts in pursuit of service, training, and outreach. The UW System Administration will continue to coordinate and assist the stations' endeavors in these areas.

Improved Services: University of Wisconsin System radio stations, with the concurrence of institutional administrators, and in keeping with FCC rules and regulations, are encouraged to propose and implement plans and procedures designed to enhance their service responsibilities to communities and institutions in which they are located.

Radio One-Radio Two: Extension of the Radio One-Radio Two dual programming service (Radio One: News and Information; Radio Two: Music and Arts) to areas other than Madison, is a desirable means of providing optimal public radio services to residents of the state.

To this end, the feasibility of consolidated Radio One-Radio Two programming services will be explored in Milwaukee and La Crosse. Such arrangements would contemplate joint programming and operation of UW System public radio station WUWM-FM and ECB public radio station WHAD-FM in the Milwaukee area; and UW System public radio station WLSU-FM and ECB public radio station WHLA-FM in La Crosse.

Other UW System stations wishing to modify or expand their present services in accord with public radio criteria (CPB-qualified) or the Radio One-Radio Two concept, or both, should be encouraged to do so.

Statewide Program Service: The University System, recognizing the need for statewide public radio service, will provide programming and promotion for such service through contract between University Extension, operating WHA-AM in Madison, and the ECB. Concurrently, the ECB and the University System should explore the extent to which the feasibility of university stations could provide locally oriented program service to various regions of Wisconsin via ECB transmitters.

The appendix to this document may be obtained from the Office of the Secretary of the Board of Regents.

89-4 RESCISSION OF MAY 13, 1950 STATEMENT OF POLICY ON RADIO AND TELEVISION

History: Res. 5224 adopted 5/5/89.

Upon the recommendation of the Chancellor of UW-Madison and the President of the University of Wisconsin System, the Statement of Policy on Radio and Television Broadcasting adopted by the former Board of Regents of the University of Wisconsin on May 13, 1950, is rescinded.

BUILDINGS (See Facilities)

CALENDAR, ACADEMIC

78-4 AUTHORIZATION TO EFFECT CALENDAR ADJUSTMENTS

History: Res. 1676 adopted 6/9/78.

System Administration is authorized to effect minor adjustments in institutional academic year calendars previously approved by the Board of Regents. Calendar adjustments thus approved by System Administration shall conform to stipulations approved by the Regents for academic year calendars as shown in Academic Planning Statement No. 4 (ACPS-4) and will be reported to the Board of Regents.

92-9 ACADEMIC CALENDAR POLICY

History: Res. 6290 adopted 12/11/92.

Contingent upon legislative repeal of the statute mandating the post-September 1 starting date for formal classes at UW System institutions, all UW System institutions shall develop academic calendars that provide: 39 weeks in the contractual period for faculty and staff; 34 weeks of organized services, a minimum of 150 days of classroom instruction (or a UW System-approved alternative); and even-length semesters.

All UW System institutions shall substitute "winter break" and "spring break" for "Christmas vacation" and "Easter vacation." Other holidays, such as Martin Luther King Day and Good Friday, shall be referred to by the name designated by the state.

CENTERS, UW (Name Change)

Per action taken on July 25, 1997 (Resolution 7510), and upon recommendation of the Chancellor of the University of Wisconsin Centers and the President of the University of Wisconsin System, the Board of Regents approved of changing the name of the University of Wisconsin Centers to the University of Wisconsin Colleges. Accordingly, the name has been changed throughout the Policies of the Board of Regents.

COMPENSATION (See also Academic Staff, Administrative Officials, Faculty)

92-6 COMMISSION ON UW SYSTEM COMPENSATION RECOMMENDATIONS

History: Res. 6198 adopted 9/11/92.

The UW System Board of Regents considers the recommendations of the 1992 Report of the Governor's Commission on UW System Compensation to be a strong, balanced package that will strengthen the UW System and serve the interests of the State of Wisconsin, and considers it important to implement these measures as expeditiously as possible. The Board of Regents expresses its deep appreciation to the Members of the Commission and to the staff who assisted the Commission for their time, hard work, and dedication. Therefore, the Board adopts the 1992 Report of the Governor's Commission on UW System Compensation, including all of its recommendations. The nine major recommendations of the Commission are as follow. For those recommendations requiring statutory changes, the Board requests that the UW System President incorporate the applicable statutory requests in the 1993-95 UW System biennial budget request. For those recommendations within the current authority of the Board of Regents, the Board requests that the UW System President provide an implementation plan for Board review beginning at the October 8-9, 1992, Board of Regents meetings.

1. Annual pay increases for UW System faculty and academic staff should be determined in a separate process from the pay increases for other state government employees--that is, UW System faculty and academic staff salaries should be "decoupled" from the state pay plan of other state government employees. As a condition for decoupling, the UW System president and the Department of Employment Relations secretary should establish a mechanism for reviewing Category A (noninstructional) academic staff positions and reclassifying positions from Category A academic staff to the classified service where appropriate, in a way that does not adversely affect current employees.

2. The UW System Board of Regents should be delegated greater authority and greater accountability for management of its operations, including setting faculty and academic staff compensation levels and procedures. The UW System operating budget request and appropriation process should be amended to "unify" at least parts of the UW System operating budget.

3. The UW System should be required to adopt appropriate accountability measures. The UW, at the system and/or institutional level, should be held accountable in the following seven general areas: effectiveness, efficiency, quality, access, diversity, stewardship of assets and contribution to compelling state needs. The governor should appoint a task force composed primarily of representatives from the legislative and executive branches, faculty and academic staff, the UW System, and the UW System Board of Regents. Other public members may be included. The purpose of the task force is to identify the specific indicators to be utilized to measure performance in these general areas.

4. The tuition-setting process should be altered to give more flexibility to the UW System Board of Regents in setting tuition rates, while retaining a legislative role in the tuition-setting process.

5. Market analyses should be the principal determinants in setting the target compensation levels for faculty and academic staff at the UW doctoral, comprehensive and center institutions and elsewhere in the UW System.

6. Annual compensation needs for UW System faculty and academic staff must be met through a combination of state tax revenue (general purpose revenue, or GPR), tuition and reallocation of base budget funds for those employees not funded by gifts, grants or other program revenue. Reallocation of base budget funds should be achieved through productivity gains such as the reduction of administrative cost and elimination of low-priority services and programs.

7. GPR support for the UW System should not be reduced below the previous year's level.

8. Given the constraints, at least in the short run, on dramatically increasing GPR funding for the UW System, tuition revenue will need to play a bigger role in supporting the overall needs of the UW System. Dramatic annual increases in tuition rates should be avoided. Tuition rate increases should be accompanied by a proportionate increase in student grant assistance. tuition increases should not be offset by decreases in GPR to the UW System.

9. The UW System Board of Regents should establish a more systematic evaluation procedure for all UW System faculty and academic staff members. Salary adjustments should be awarded primarily, if not exclusively, on the basis of merit.

COMPETITION WITH THE PRIVATE SECTOR

89-1 COMPETITION WITH THE PRIVATE SECTOR

History: Res. 5153 adopted 2/10/89; amended by Res. 5404, 2/90.

The University has a responsibility to consider very carefully any decision to provide products and services to students, faculty, staff, private organizations or the public at large, particularly when the products and services to be provided might compete with similar products or services offered by the private sector. Some degree of competition between the University and the private sector may be unavoidable, even when the University is engaged in the narrowest pursuit of its instructional, research and public service missions. However, in all cases where a potentially competitive situation exists, the University must consider the concerns of affected private businesses and act with sensitivity and good faith regarding those concerns.

This policy establishes a competition review committee at each institution composed of representatives of the University, private sector, and public-at-large. In addition, the policy defines criteria to be used in evaluating the appropriateness of University sales activities and establishes principles for pricing those products and services that UW System institutions may offer.

1. **Protocol for Monitoring Institutional Competitive Activities:**

   (a) Each institution is to establish a committee to review specific issues of competition using the criteria and pricing principles defined in this policy. The chancellor will appoint the committee composed of representatives of the university, the private sector and the general public. Faculty, student and staff appointments should be made upon the recommendation of the appropriate university governance structures.

   (b) The chancellor will refer to the institutional competition review committee all major new competitive activities. In addition, s/he shall also refer all ongoing activities whose appropriateness or pricing has been questioned. Under normal circumstances, the chancellor's referral to the competition review committee's chairperson will be made within two weeks after the chancellor is first informed of a complaint or proposal brought forward by a member of the private sector or general public. The chancellor will send a letter to the person making the proposal or complaint which states that the issue has been referred to the competition review committee and which includes as an enclosure a copy of the Board of Regents' policy.

   (c) Upon referral from the chancellor, the chairperson of the competition review committee will schedule a meeting of the committee at the earliest possible convenience of the committee's members. The committee's charge will be to:

i. Examine the issues involved in the institution offering major new competitive activities and ongoing activities whose appropriateness has been questioned.

ii. Review the pricing structure of major new competitive activities and ongoing sales activities whose appropriateness or pricing has been questioned.

iii. Recommend to the chancellor, in a timely manner, a course of action which specifically addresses (a) whether the activity should be implemented or continued and (b) whether the pricing of the products and services is appropriate.

(d) The chancellor will determine whether the institution will become involved with the new activity or continue an ongoing activity and whether changes should be made to the pricing of products and services. Under normal circumstances, the chancellor will announce his/her decision within two weeks after receiving the recommendation of the committee. The chancellor will send a letter explaining his/her decision to the person making the proposal or complaint.

The chancellor's decision may be appealed to the University of Wisconsin System President. If a satisfactory resolution cannot be developed, an appeal can be made to the Board of Regents by addressing a letter to the Secretary of the Board.

2. Criteria for Judging the Appropriateness of Competitive Activities: All activities competitive with the private sector must be integral to the fulfillment of the institution's instructional, research or public service missions or must meet one of the following four criteria:

(a) There are compelling reasons of economic efficiency. Economic efficiency implies that university resources can be made available to the broader community at relatively little additional cost to the institution. For example, the use of underutilized university facilities such as stadiums and auditoriums for non-university functions such as high school graduation ceremonies and sporting or other entertainment events may benefit the university as well as the private sector and the community.

-or-

(b) The product or service is unavailable elsewhere in the community. Unavailability may be defined in terms of quality or quantity of the product or service. For example, the sale of research by-products which would otherwise be unavailable in the community may benefit both the university and the community.

-or-

(c) Providing the product or service is a major convenience to the campus community including students, faculty, staff and other members of the public participating in institutional activities. Convenience would typically be defined in geographic terms, although other factors could also be considered (e.g., hours of operation or private sector providers). Familiar examples of operations conducted primarily to support campus life are on-campus recreational facilities and bookstores.

-or-

(d) The university's offering of the product or service is of major importance to maintaining the quality of the institution. Most crucial to maintenance of quality are efforts which impact positively on student, faculty and staff recruitment and retention. For example, the operation of quality cultural and health facilities such as art museums and the clinical cancer center are important for the maintenance of quality.

Where required by a federal or state mandate, other activities which compete with the private sector are also permitted.

3. Pricing Policies: Products or services offered by the UW System institutions shall normally be priced to recover, at a minimum, all costs related to producing the product or service, including all applicable direct and indirect costs as determined by basic cost accounting principles. Exceptions to full cost recovery pricing are permitted (or are required) under the following circumstances:

(a) If the activity is integral to the fulfillment of the institution's instructional, research or public service missions, prices may be established at less than full cost recovery upon approval by the chancellor.

(b) If underutilized university facilities are made available for non-university events primarily for the benefit of the private sector or the community, prices may be set below full cost recovery.

(c) If underutilized university facilities are made available for non-university events primarily for fund-raising purposes, prices may be set to include a profit above the full recovery of costs.

(d) If products and services are offered for the convenience of students, faculty, staff or participants in university activities, prices must be set so as to be competitive with private sector prices, unless a higher price is required to ensure full cost recovery.

In addition, if subsidized pricing is mandated or permitted by federal law or state statute, prices should be set accordingly.

For any new activity presented to the competition review committee, full documentation of costs and pricing determinations must be included. The committee will review the pricing structure for compliance with the above criteria, taking into consideration the impact of the competition with the private sector.

For purposes of implementing these pricing policies, direct costs include, but are not limited to, all salaries, fringe benefits, supplies, and capital directly attributable to the sale of the product or service. Indirect costs include, but are not limited to, depreciation, utilities, municipal services charges, interest, support services, custodial services, etc., allocable to the sale of the product or service. As an alternative to calculating indirect costs for individual sales operations, the federal indirect cost rate may be used.

4. This policy and its implementation should be reviewed after it has been operational for three years.

CONTRACTS

72-2 AUTHORIZATION TO SIGN CONSTRUCTION CONTRACTS AND CHANGE ORDERS (See Administrative Officials)

93-1 AUTHORIZATION TO SIGN DOCUMENTS (See Administrative Officials)

CREDIT TRANSFER (See Admissions)

DEGREES, HONORS AND AWARDS

88-3 GRANTING OF DEGREES, HONORS AND AWARDS

History: Res. 4035 adopted 4/8/88; replaces 76-3.

The Board of Regents authorizes the granting of degrees and certificates for Regent-approved instructional programs, from time to time, by each of the degree granting institutions of the University of Wisconsin System, to such candidates as are certified by the appropriate registrar as having met the requirements for their appropriate degrees and certificates, and who are not, at commencement, under disciplinary action or under charges that could lead to suspension or expulsion; that each registrar keep a permanent record of degrees and certificates granted; and that each degree granting institution of the University of Wisconsin System be authorized to award honorary degrees. Distinguished service awards, special medals, and prizes may be awarded by any UWS institution.

DISCRIMINATION PROHIBITED

73-6 NONDISCRIMINATION IN ORATORICAL CONTESTS

History: Res. 449 adopted 4/6/73.

The Board reaffirms the policy for the University of Wisconsin System which prohibits participation in, support for, or sanction of activities which discriminate on the basis of sex, when in fact, no exception can be allowed except on the basis of a bona fide physical dichotomy, and in the event the Interstate Oratorical Association continues to divide its oratorical competitions into a "Men's Contest" and a "Women's Contest," the membership of any UW System unit in such Association shall be withdrawn.

78-1 INVESTMENT OF TRUST FUNDS (See Trust and Investment Policies)

78-2 INTERPRETATION OF POLICY 78-1 RELATING TO DIVESTITURE (See Trust and Investment Policies)

82-1 ACCEPTANCE OF GIFTS, GRANTS AND BEQUESTS (See Gifts and Bequests)

83-5 EQUAL OPPORTUNITIES IN EDUCATION: ELIMINATION OF DISCRIMINATION BASED ON GENDER

History: Res. 2927 adopted 10/7/83; amends 74-4.

I. **Policy Statement:**

Title IX of the Higher Education Act states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..."

The UW System prohibits participation in, support for, or sanction of activities which discriminate on the basis of sex, when in fact, no exception can be allowed except on the basis of a bona fide physical dichotomy. The UW System is an equal opportunity educational institution. All UW System funded or sponsored functions and/or activities shall be generally available to all students without regard to gender.

Each institution in the System is directed to:

(a) Review all educational functions and activities for discrimination on the basis of gender.

(b) Prescribe corrective actions where gender discrimination is identified; and

(c) Act affirmatively to eliminate gender stereotypes through leadership in such areas as student support services, public service, instruction/instructional support, and research.

Each institution will make a yearly report to the President of the University of Wisconsin System, summarizing the results of efforts to identify and eliminate any existing discriminatory practices.

II. Guidelines:

Introduction: Implementation of the Regents policy on Equal Opportunities in Education is desirably a matter for institution/unit initiative. Problems and problem areas will vary, and the methods used to resolve any identified problems for resolution will also vary. The following guidelines are offered to assist institutions/units as they identify and resolve problems.

The institution/unit program for eliminating discrimination based on gender will be strengthened if students, faculty, and administrators are involved in the identification of problem areas and the development of solutions.

A. **Recruitment**: Occupational stereotyping by gender unduly restricts equal employment opportunities. Such stereotyping probably will continue as long as certain professions are heavily dominated by members of a single gender. Departments or divisions in which most students are of one gender should exert leadership in modifying stereotypes by striving to attract students of the underrepresented gender into the discipline. Institutions/units should evaluate their recruitment procedures to insure that occupational stereotypes are not reinforced.

B. **Admissions**: Admission at the undergraduate level is currently open to all resident and most nonresident students who meet the prescribed criteria.

If any admissions policy or practice appears to have the effect of favoring one gender, it should be examined by the faculty to insure that it does not contain gender bias. Faculties should give consideration to non-traditional prior learning in assessing qualifications for admission and placement of non-traditional students.

At the graduate and professional school level, standards and criteria for admission should be well publicized and uniformly applied to all applicants without consideration of gender.

C. **Financial Aids**: All forms of student financial aid (fellowships, scholarships, work-study, loans, graduate grants such as teaching assistantships, etc.) should be administered uniformly on the basis of demonstrated individual need and ability, without regard to gender. Application and eligibility information, as well as criteria for granting each type of award, should be well publicized. Supplementary awards such as dependency allowances should also be granted without regard to gender.

If the institution finds that current financial aid statistics show a. the proportion of students of one gender who receive financial aid is smaller than the proportion of that gender who request financial aid, or b. the average dollar amount of financial aid is higher for recipients of one gender than the other, a study should be made to determine whether policies or practices which have the effect of being discriminatory have caused the discrepancies. When discrimination has been determined to exist, corrective action should be taken to ensure that all financial aid in the subsequent school year and thereafter will be granted equitably.

Each institution should devise a flexible and fair means by which students eligible for financial aid can continue to qualify and receive such aid after temporary interruption of progress toward a degree. Eligible part-time students should be able to receive financial assistance on a prorated basis. Because many types of grants are restricted to full-time students, it may be advisable to solicit aid for part-time students. Each institution should have a method of recording the number and percent of applicants and those granted financial aid by gender, level, type of award and dollar amount.

D. **Counseling**: Each institution should ensure that academic and nonacademic counseling is free from prejudgments or assumptions based on the gender of the student.

Career counseling should be based on the individual student's aptitude and interests, and vocational aptitude testing should likewise be unbiased. Those who counsel women should be aware of patterns which show growing numbers of women joining the work force for substantial periods of years, and otherwise increasing their participation in the leadership of society. Faculty and other staff members who do academic counseling of students should keep current with new research and scholarship on changing roles and expectations of women and men in society.

In-service training programs, developed or sponsored by the university for counselors, should include up-to-date information and techniques to deal with the unique problems and expectations that both men and women face in college and after.

E. **Housing**: There should be university-owned and/or listed housing available to men and women. Each university should have an equity code to be adhered to by those who wish to list housing with the university.

F. **Child Care**: As an alternative to community child care when it does not meet the needs of the institution/unit, each university should set a goal of seeing that top quality, low cost child care and extended child care services, preferably campus based, are available to the children of students, faculty, and staff.

G. **Women's Studies**: Sex-role stereotyping can be eliminated, in part, through education. In its role of shaping educational policy, the faculty of each institution/unit is encouraged to:

a. give support to women's studies courses,

b. recruit faculty with an interest in women's studies,

c. support research in women's studies,

d. integrate the results of women's studies research into existing curricula, and

e. evaluate and recommend for purchase library holdings, including periodical literature, books, and other instructional materials, in the area of women's studies.

H. **Physical Education**: Physical education facilities and courses should be open to all students without regard to gender, except where bona fide reasons for separation can be documented.

I. **Complaints/Grievances**: The university mechanism for hearing student complaints/grievances should provide for consideration of matters related to gender discrimination and should be well publicized. An appropriate institutional officer should be designated to oversee investigation of such complaints/grievances.

J. **Placement Service**: The placement service should guarantee that all services, listings, and interview proceedings are free of discrimination based on gender.

K. **Co-curricular Activities** Institution/unit support for Co-curricular activities, including recreation and intercollegiate athletics, should be equitable for all students. Facilities for Co-curricular activities shall be open to recognized student groups without regard to gender. Men and women should be included on university committees which make recommendations on allocation of student segregated fees. Such committees should scrutinize carefully organization requests to assure equitable funding. Committees planning lecture series or forums, arts festivals, performing arts series, and related events should assure that women are included.

L. **Health Services**: There should be on-going evaluation of health service policies to guarantee quality treatment for both men and women. Gynecological services are in integral part of a quality health program for women.

M. **Class Hours**: Institutions/units are urged to make or to continue to make courses available in the evening, early morning and on weekends as well as during the day.

Faculty members should continue providing outreach courses for credit and non-credit, off-campus scheduling of classes including those in general education, independent study, ETN and televised course offerings, and other kinds of continuing education programs consistent with institutional missions, Faculty members should be encouraged to experiment with innovative programs, delivery systems and teaching strategies to accommodate non-traditional students.

N. **Security**: Institutions/units should assure that maximal efforts are made to promote a secure university environment.

O. **Appointment of Students to University Committees:** Men and women should be represented equitably among student appointments to university committees.

P. **Publications**: Continued effort should be made to include women and men in text and illustrations of catalogs, brochures, and other institutional publications.

Q. **Monitoring Institution Progress**: An appropriate member of the university administration should be responsible for coordinating efforts to eliminate gender discrimination affecting students. The identification and solution of problems of discriminatory practices should be effected through the cooperative effort of students, faculty/staff and administration.

This coordinator should direct compilation of all special reports which analyze university practices to determine whether any discrimination based on gender exists and what solutions are proposed, when such practices are identified. The university should maintain an official file which includes a plan for and results of efforts to provide leadership in eradicating gender stereotypes.

This statement of policy and guidelines on Equal Opportunities in Education should be available to students, faculty, staff and administrators in all institutions and units.

87-1(a) RESERVE OFFICERS TRAINING CORPS

History: Res. 3757 adopted 4/10/87; amended by Res. 5399, 2/90.

Whereas, the Board of Regents of the University of Wisconsin System is committed to maintaining students' rights to be free from unnecessary discrimination in an academic setting; and whereas the citizens of the State of Wisconsin, through their Legislature, have stated that discrimination based on sexual preference is not to be tolerated or allowed in Wisconsin; and whereas the Reserve Officers Training Corps programs offered on University of Wisconsin System campuses discriminate against applicants based on sexual preference.

Therefore, be it resolved that the Board of Regents expresses its concern over the practice of discrimination based on sexual preference toward applicants to Reserve Officers Training Corps programs throughout the University of Wisconsin System; and that the Board of Regents directs the President of the UW System and the Chancellors of those UW System institutions with ROTC programs, to contact and work with Wisconsin's congressional delegation and appropriate U.S. government officials, and with the national associations of higher education to attempt to change the federal policy that allows this type of discrimination and attempt to change the programs. Be it further resolved that the UW System President report back to the Board of Regents annually on the progress of the lobbying efforts to change the ROTC discrimination policy. Be it finally resolved that the Board of Regents urges interested faculty, staff and students to participate in the resolution of this issue.

87-4 MEASURES TO ALLEVIATE RACISM

History: Res. 3783 adopted 5/8/87.

Whereas SG 17 of the Regents Future Study Group Report (86-5) reaffirmed the University System's commitment to the special needs of minority students, with specific proposals; and whereas U.S. minority enrollments, particularly those of black students, have declined drastically during the last ten years; and whereas, a number of racist incidents have recently occurred on campuses in the system, which tends to threaten campus tranquility and impacts negatively on recruitment and retention of minority students and faculty; and whereas racism in any form is intolerable; and whereas, a university community should promote cultural and ethnic pluralism; and whereas the obligation rests with the university system to take corrective measures to alleviate these serious problems; therefore, be it resolved that:

1. The Board of Regents condemns all acts of racism and/or cultural insensitivity anywhere in the UW System.
2. The Board of Regents encourages the development and implementation of studies and programs, such as multicultural ethnic understanding and acceptance workshops at all of the UW campuses.
3. The Board of Regents applauds and endorses President Shaw's leadership and new initiatives toward the elimination of racism and discrimination in all its forms, and the improvement of the status of minority faculty and students in the UW System.
4. The Board of Regents directs the University System to hold accountable those university administrative officers responsible for the implementation of policies and supervision of programs to meet the goals set by the Board of Regents and the State of Wisconsin.
5. The Board of Regents directs the UW System to make minority institutional and state aid programs, and other programs to enhance the recruitment of minority students and faculty, a top priority in state budget deliberations.

96-6 NONDISCRIMINATION ON BASIS OF DISABILITY

History: Res. 7346 adopted 12/6/96; replaces RPD 88-9 (established by Res. 5008 adopted 7/8/88)

I. POLICY STATEMENT

The University of Wisconsin System is committed to making individuals with disabilities full participants in its programs, services and activities through its compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The Board of Regents recognizes that individuals with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from the university's programs, services and activities.

It is the policy of the University of Wisconsin System that no otherwise qualified individual with a disability shall be denied access to or participation in any program, service, or activity offered by the universities. Individuals with disabilities have a right to request accommodations. Individuals will receive appropriate accommodations to their needs in order to fully participate in or benefit from the university's programs, services and activities in a non-discriminatory, integrated setting.

The University of Wisconsin System and any of its agents shall not coerce, intimidate, retaliate against or discriminate against any individual for exercising a right under the ADA or Section 504, or for assisting or supporting another to exercise a right under the ADA or Section 504.

The University of Wisconsin System will not give significant assistance to an agency, organization, or person that discriminates on the basis of disability in providing any aid, benefit or service to beneficiaries of the university's programs.

II. DEFINITIONS

1. *Disability* means, with respect to an individual:
   (a) a physical or mental impairment that substantially limits one or more of the person's major life activities;
   (b) a history of such an impairment; or
   (c) being regarded as having such an impairment.
2. A *Qualified Individual with a Disability* is someone who (with or without accommodations) meets the essential eligibility requirements for participating in programs, services, and activities provided by the university.
3. *Accommodation* means adjustments including reasonable modifications to rules, policies, or practices; environmental adjustments such as the removal of architectural, communication, or transportation barriers; or auxiliary aids and services. Examples of accommodations include, but are not limited to: alternative testing, extended time, scribe, interpreter, environment free of distractions, brailled material, taped lectures, and computer-assisted instruction.
4. *Essential Eligibility Requirement* means the academic or other technical standards required for admission to or participation in the university's programs, services, or activities which an individual must be able to meet with or without accommodation.
5. *Individual* means any person applying for admission to or participation in a program, service or activity of the university, or any person currently participating in a program, service or activity of the university.

III. RESPONSIBILITIES

1. UW System Administration:

a. The President of The University of Wisconsin System shall appoint and maintain an Advisory Committee to provide information and recommendations relating to individuals with disabilities.

b. The President of the University of Wisconsin System shall designate a person or office to be a resource to the President's Advisory Committee, to act as a liaison to other agencies, and to assure that each institution has developed the procedures required by this policy.

c. System Administration shall develop operational guidelines for implementing this policy.

2. UW Institutions:

a. Each Chancellor shall appoint an advisory committee, including students, to provide information and recommendations responsive to the needs and concerns of individuals with disabilities.

b. Each Chancellor shall designate one or more individuals to coordinate its efforts to comply with and fulfill its responsibilities under Title II of the ADA and Section 504 and to investigate any complaints alleging the institution's non-compliance with Title II of the ADA and Section 504.

c. Each institution shall adopt and make readily available in suitable formats (e.g., enlarged, Braille, audio-taped):

   (i) a procedure which allows an individual, including both prospective and current students, to disclose a disabling condition and request accommodations believed needed to obtain equal access to and participation in university programs, services and activities;

   (ii) a procedure for confirming an individual's disability and assessing the appropriateness of the requested accommodations;

   (iii) a procedure for sharing, storing and protecting confidential medical information;

   (iv) a procedure for providing accommodations.

d. Each institution shall maintain data on the nature and extent of the services provided to individuals with disabilities. System Administration will develop data collection requirements as part of the operational guidelines for implementing this policy.

e. Each institution shall provide accommodations to allow individuals with disabilities to participate in or benefit from the university and its programs, services and activities in the most integrated setting appropriate.

f. Each institution shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would violate Title II of the ADA or Section 504. These procedures should be applicable to any anticipated complaint, including an appeal of a denied accommodation request.

g. An institution will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the costs of measures that are required to comply with the provisions of Section 504 and the ADA.

h. An institution will provide funding for auxiliary aids while an individual's application for funding by other agencies is being reviewed.

i. Each institution shall provide periodic in-service training for faculty and staff to develop their awareness and understanding of the needs of individuals with disabilities and legal compliance issues.

3. **Individuals with Disabilities:**

a. Each individual is responsible for making timely and complete disclosures and specific requests regarding accommodations to meet his or her particular needs in order to enable the UW institution to provide an appropriate response. It is strongly recommended that requests for accommodations be made at least eight weeks prior to the date they would be needed to avoid delays which could affect participation in a program, service, or activity.

b. Each individual seeking accommodations based on a disability shall demonstrate initiative in obtaining and arranging accommodations. If requested, institutions will assist an individual in making the necessary applications for funding from other agencies.

c. Each individual is required to submit documentation verifying his or her disability and limitations which is appropriately current and prepared by a qualified professional. Individuals submitting incomplete information may be asked to provide additional verifying documentation. Individuals may be required to participate in additional evaluations needed to determine the individual's eligibility for an accommodation or what constitutes an appropriate accommodation.

d. The university shall not require an individual with a disability to accept an accommodation, aid, service, opportunity or benefit under any circumstances.

e. Students with disabilities are expected to abide by the student conduct code in the same manner as all students.

IV. FACILITY ACCESSIBILITY

1. **Existing Facilities:**

a. Structural changes in existing facilities are not required when other methods provide program accessibility. Existing facilities shall be made readily accessible to qualified individuals with disabilities, through such means as:

(i) Redesigning equipment or the facility after case review.

(ii) Providing appropriate signage.

(iii) Reassigning classes, staff, or services to accessible sites.

(iv) Delivering health, advisory, and support services at accessible sites.

b. Remodeling projects which affect the usability of a facility or any part of a facility shall, to the maximum extent feasible, be completed in such a manner that the facility is readily accessible to and usable by persons with disabilities.

c. Evacuation procedures shall be developed by each institution for individuals with disabilities.

2. **New Construction:**

Each facility or part of a facility constructed by, on behalf of, or for the use of the university must be designed and constructed in such a manner that the facility is readily accessible to and usable by persons with disabilities.

3. **Off Campus:**

Contractual or lease agreements for the use of off-campus facilities should reflect efforts to secure accessibility. Any program, service, or activity in that facility must be accessible.

V. EDUCATIONAL PROGRAMS AND ACTIVITIES

1. **Admissions or Enrollment:**

   a. No information regarding an applicant's disability may be solicited to determine admission to the university. However, such inquiries may be made after an individual has been admitted for purposes of providing appropriate accommodations.

   b. The number or proportion of individuals with disabilities who will be admitted or enrolled may not be limited solely on the basis of disability.

   c. Tests administered for purposes of admission, enrollment, or placement may not discriminate.

2. **Testing:**

   a. Before tests are selected and administered, campuses first should confirm that assessments do not discriminate by ensuring that:

      (i) Tests are selected and administered so that the results reflect aptitude or achievement level, or whatever other factor the test purports to measure, rather than the applicant's disability, unless the existence of a disability must be determined to allow an individual access to a program, services or activity established for individuals with disabilities.

      (ii) The tests administered to individuals with disabilities are available as regularly and in as timely a manner as are other admissions tests. The individual is responsible for making special needs known in a timely manner.

3. **Off-campus Activities:**

   If a program is not wholly operated by the university but requires student participation (for example, internships, co-op, and student teaching assignments), the institution shall attempt to assure that these activities, as a whole, provide an equal opportunity for the participation of individuals with disabilities.

   Prospective enrollees for UW-Extension and university outreach programs are responsible for making requests for any special modifications or auxiliary aids. Registration forms and program announcements must allow applicants to identify special needs and request accommodations.

4. **Accommodations:**

   a. ACADEMIC REQUIREMENTS--Academic requirements shall be modified, as necessary, so that they do not discriminate against qualified individuals with disabilities.

   b. PROGRAM EXAMINATIONS AND EVALUATIONS--Examinations or other procedures for evaluating an individual's academic achievements should, where necessary, be adapted to permit evaluating the achievement of individuals who have a disability, rather than reflecting the individual's disability.

   c. ACADEMIC SUPPORT SERVICES--No participant with a disability in a university program or activity shall be denied the benefits of, be excluded from participation in, or be otherwise discriminated against in the provision of educational support services available to all individuals in general.

   All auxiliary aids, services or other accommodations used by individuals with disabilities to provide access to university programs, services, and activities need not be on hand or present at all times.

   The university does not provide individuals with disabilities with personal devices or assistance for personal use, including but not limited to wheelchairs, eye glasses, hearing aids, personal assistance for eating or dressing, or readers for personal use.

   Accommodations shall not fundamentally alter the nature of the program, service, or activity; require waiver of essential program or licensure requirements; violate accreditation requirements; unnecessarily intrude on academic freedom; or pose an undue fiscal or administrative burden on the institution.

   The university retains authority in determining appropriate accommodations after giving consideration to the wishes of the individual, the documentation provided, and institutional expertise in working with individuals with disabilities.

5. **Physical Education, Athletics, and Related Activities:**

   Each institution shall require that all physical education courses, intercollegiate and intramural athletics, and related activities, taken as a whole, provide an equal opportunity for the participation of qualified individuals with a disability. Individuals who cannot participate in standard physical education courses or compete in athletic programs with or without accommodation because of a disability may be offered alternates that are separate or different, provided that the programs and activities are operated in the most integrated setting appropriate. If accommodations are not possible in a required course, a procedure for requesting a substitution should be available.

6. **Insurance:**

For institutions which provide insurance plans and health services, the university shall afford these benefits to qualified persons with disabilities in a manner consistent with ADA. A student health center must provide the same types and levels of service for all students, non-disabled and disabled. In addition, student health centers should be prepared to provide individuals with disabilities with information about where specialized health services may be obtained, if these services are not provided at the center.

7. **Housing:**

a. ON-CAMPUS HOUSING--Where a university provides on-campus housing/food services, it shall provide comparable, convenient, and accessible services at the same cost to individuals with disabilities.

b. OFF-CAMPUS HOUSING--Where a listing of private off-campus housing is provided by any university office, it should identify those units that are accessible to individuals with disabilities.

8. **Financial Aid:**

Financial aid awards may take into account the special needs of individuals with disabilities. Adjustments to awards as allowed by the rules or regulations governing the financial aid program may be made by the financial aid service.

9. **Student Employment:**

The University of Wisconsin System complies with Title I of the Americans with Disabilities Act and Section 504 so that students with disabilities have an equal opportunity to participate in institutional employment opportunities.

10. **Advising, Counseling and Placement Services:**

Institutions shall not counsel or advise qualified individuals with disabilities toward more restrictive career objectives than non-disabled individuals with similar interests. This does not preclude providing factual information about licensing and certification requirements that may present obstacles to individuals with disabilities in their pursuit of particular careers.

11. **Social Organizations:**

Before providing official recognition or assistance to fraternities, sororities, or other campus organizations, institutions shall request and obtain assurance that the organization does not permit actions prohibited by this policy.

88-12 RACIST AND OTHER DISCRIMINATORY CONDUCT POLICY

History: Res. 5063 adopted 10/7/88; amended by Res. 6193, 9/92 and Res. 6278, 12/92. (See also 92-3.)

It is the policy of the Board of Regents of the University of Wisconsin System, that racist and other discriminatory conduct toward students, employees, officials and guests in the University of Wisconsin System is conduct which will not be tolerated. Discrimination, discriminatory attitudes, and expressions that reflect discrimination are inconsistent with the efforts of the University of Wisconsin System to foster an environment of respect for the dignity and worth of all members of the university community and to eliminate all manifestations of discrimination within the university.

Racist and other discriminatory conduct encompasses harassing conduct based upon the race, sex, religion, color, creed, disability, sexual orientation, national origin, ancestry or age of an individual or individuals. Harassment of this kind is a form of discrimination. Campus politics and cultures have changed favorably throughout the University of Wisconsin System over the course of years, but not enough to eliminate all forms of discrimination. Incidents of racial harassment and other types of discriminatory conduct continue to occur. All such episodes are harmful to the individuals directly involved, and diminish the university community as a whole. Incidents of racial harassment, for example, may lead minority students, employees, officials and guests to feel isolated or to choose to isolate themselves from the numerically predominant racial/ethnic group within the university. Divisions of this kind, which result from discriminatory harassment, are at variance with the Board's purpose of fostering racial understanding and cooperation, and undermine the goal articulated in the UW System's *Design for Diversity*: ". . . to educate all students for an increasingly multicultural society in Wisconsin, our nation and our world."

Effective policies and procedures are necessary to prevent racist and other discriminatory conduct. Accordingly, all UW System institutions are directed to develop implementing policies and procedures to protect students, faculty, academic staff and classified staff from harassment, and to ensure prompt corrective action whenever it may occur.

Each UW System institution is directed to submit, not later than January 15, 1989, policies and procedures to protect students, employees, officials and guests from racist and other discriminatory conduct and to ensure prompt corrective action whenever it may occur. Institutional policies and procedures implementing the Board's policy should, at a minimum, contain the following:

1. A clear statement of the institution's commitment to the elimination of racist and other discriminatory conduct.

This statement may be presented in an existing policy statement concerning general principles of nondiscrimination, or articulated in a separate institutional policy. For example, since all institutions currently have in place policies concerning sexual harassment, it may be appropriate to broaden the scope of these provisions to include other forms of discriminatory harassment as well. It would, however, also be appropriate to develop a series of separate statements, each with a narrower focus. Some institutions may choose, for example, not to amend their sexual harassment policies; to focus on racial harassment as a special subject of policy development in response to the "Design for Diversity's" emphasis on minority problems; and to deal with other forms of discriminatory conduct as discrete policies.

2. A definition of those forms of racist and other discriminatory conduct which will be grounds for disciplinary action.

    (a) Definitions consistent with the following statement may be appropriate:

    > "Racist and other discriminatory conduct" means intentional conduct, either verbal or physical, that explicitly demeans the race, sex, religion, color, creed, disability, sexual orientation, national origin, ancestry, or age of an individual or individuals, and (1) has the purpose or effect of interfering with the education, university-related work, or other university authorized activity of a university student, employee, official or guest; or (2) creates an intimidating, hostile or demeaning environment for education, university-related work, or other university authorized activity.

    (b) In addition, institutions may wish to provide specific examples of racist and other discriminatory conduct, to further enhance understanding of the problem. Such examples might include:

    - physical contact or attacks for racial reasons;
    - intimidation through the threat of force or violence on a person's body, possessions or residence;
    - verbal assaults based on ethnicity, such as name calling, racial slurs, or "jokes" that demean a victim's color, culture or history.

    (c) It is important to note that not every act that may be offensive to an individual or group will be considered to be racist and discriminatory conduct and a violation of system or institutional policy. Whether a specific incident constitutes harassment proscribed by university policy will be decided on a case-by-case basis in accordance with the procedures developed by each institution. Due consideration will be given to the protection of individual First Amendment rights to freedom of expression and academic freedom.

3. A process for informal resolution of complaints of racist and other discriminatory conduct, counseling, and a description of the formal disciplinary procedures, remedies and sanctions available for redress of valid complaints.

    The procedures should allow for a person to complain initially to a variety of officials, provide for a thorough investigation, and outline the range of sanctions that may be imposed on offending students, student organizations, faculty, academic staff and classified staff. The policy may include a statement indicating that retaliation for filing a complaint of racist or discriminatory conduct is prohibited. In developing these processes, it is appropriate to incorporate, by reference, existing grievance and disciplinary procedures applicable to students, student organizations, faculty, academic staff and classified staff.

    There may, however, be circumstances where more extensive changes are required to fully implement the board's policy. With respect to the student code of conduct, for example, it may become necessary to amend sections of Chapter UWS 17 of the Administrative Code to effect desired changes. System Administration staff will review all institutional policies and procedures for consistency with these guidelines and existing administrative rules. Those portions of institutional policies that are consistent with the guidelines and rules can be implemented immediately. Those requiring changes in the administrative code will be reviewed and brought to the board for appropriate action after all institutional policies have been submitted.**

4. A mechanism for designing educational programs to inform students, student organizations, faculty, academic staff and classified staff of the nature of racist and other discriminatory conduct in order to increase their sensitivity to it, and for publicizing the procedures, sanctions and remedies available against racial harassment.

Process for Review Leading to Approval of Institutional Policies:

System Administration staff will be available to assist the institutions in their efforts to implement this policy, to answer specific legal or policy questions, and to provide information and materials on the subject of racist and other discriminatory conduct that may be useful in the drafting of definitions and procedures or in preparing education programs. All institutional policies and procedures for students, employees, officials and guests shall be presented to the Special Assistant to the President for Minority Affairs for review and approval not later than January 15, 1989. The institutional policies become effective upon approval by the Board of Regents.

** *Note: In 1989, the Board created s. UWS 17.06(2), prohibiting certain types of expressive behavior directed at individuals and intended to demean and to create a hostile environment for education or other university-authorized activities. The constitutionality of this rule was challenged in* *__UWM Post Inc. et.al. v. Board of Regents__*, *774 F.Supp 1163 (E.D. Wis. 1991). In a decision issued October 11, 1991, the court* *sustained this challenge, holding that UWS 17.06(2) was, on its face, overbroad and vague, in violation of the First Amendment. The Board subsequently initiated a revision to the rule to correct the constitutional defects noted in the UWM Post case. At its May, 1992 meeting, the Board approved a revision to the rule, which became effective September 1, 1992. Following the Board's May 1992 action, however, the U.S. Supreme Court handed down its decision in R.A.V. v. St. Paul, 112 S.Ct. 2538 (1992). In addition, the Wisconsin Supreme Court issued its decision in State of Wisconsin v. Todd Mitchell, 113 S. Ct. 2194, 124 L.Ed. 2d 436 (1993). The First Amendment analysis in these two cases tends to cast doubt on the constitutional validity of UWS 17.06(2). Accordingly, the Board repealed the rule effective May 1, 1993.*

91-4 IMPLEMENTATION OF STATUTE ON DISCRIMINATION AGAINST STUDENTS

History: Res. 5748 adopted 4/11/91.

Pursuant to 1989 Wisconsin Act 186, s. 36.12, *Wis. Stats.* (effective April 25, 1990), "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the University of Wisconsin System or its institutions or centers because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status."

In accord with stated statutory requirements, the Board directs each institution and center of the University of Wisconsin System to establish policies and procedures to protect students from discrimination in violation of the statute.

91-8 CONSENSUAL RELATIONSHIP POLICY (See Sexual Harassment)

92-3 DISCRIMINATORY HARASSMENT

History: Res. 6041 adopted 3/6/92; affirmed by Res. 6193, 9/92. (See also 88-12.)

True learning requires free and open debate, civil discourse, and tolerance of many different individuals and ideas. We are preparing our graduates to live and work in a world that speaks with many voices and from many cultures. Tolerance is not only essential to learning, it is an essential to be learned. The UW System is built upon these basic values and will act vigorously to defend them. Each institution will maintain an environment conducive to teaching and learning that is free from intimidation for all students.

The Board of Regents condemns discriminatory harassment in any form. It is the policy of the Board to pursue civil and criminal remedies and to apply appropriate provisions of UWS 17 Adm. Code to respond to the assaultive and violent conduct, physical threats and intimidation, and destruction of property that may be associated with discriminatory harassment.

We call on all members of the university and the wider community to honor and embrace the spirit of this resolution. Further, we call on our institutions to actively promote through educational experiences the values of tolerance and diversity so essential to the free exchange of ideas and a productive learning environment.

EMERITUS DESIGNATION

80-6 EMERITUS DESIGNATION - REGENTS

History: Res. 2235 adopted 9/5/80.

Regent Emeritus status is granted to ex-officio members as well as to appointed members of the Board of Regents.

ENROLLMENT MANAGEMENT

72-5 NONRESIDENT QUOTAS (See Admissions Policy)

86-5 ENROLLMENT CAPACITY MANAGEMENT (SG 10)

History: Res. 3688 adopted 12/5/86. See also 90-6.

1. The Regents recognize Wisconsin's strong tradition of providing access to qualified students at the campus of their choice, but are aware also of the increasing necessity of universities and their colleges, schools and departments to limit enrollment to maintain educational quality within budgetary constraints.
2. The Regents take special note of the increasing rate of enrollment of the traditional college-age pool in programs of the UW System, and the projected gap between future unrestrained enrollments and budget-related enrollment capacity.

3. When faced with a choice between maintaining educational quality within budgetary constraints or providing access for students to particular institutions, the Regents place priority on quality. The Regents will promote the most effective use of existing program capacity to better serve students throughout the University of Wisconsin System.

4. An enrollment management policy designed to move toward national and peer support levels, as described in the paper on Enrollment Capacity Management, should be phased in by the UW System President, in consultation with the Chancellors, beginning in 1987-88. The policy should be updated as deemed appropriate by the President and applied in program and fiscal planning.

5. In implementing the enrollment capacity management policy, the Regents expect that the institutions will manage their admissions to achieve established enrollment capacities consistent with highly valued educational principles, including the high priority objective of providing educational opportunities for minority/disadvantaged students. The institutions' admissions policies should continue to provide opportunities for transfer students consistent with the most effective use of existing program capacity throughout the UW System. The President will make resource management recommendations to the Board of Regents consistent with the policy.

90-5 POLICY PRINCIPLES FOR ENROLLMENT MANAGEMENT II, AND ENROLLMENT MANAGEMENT TARGETS FOR 1991-92 TO 1994-95 (Basis for establishing student tuition and fee levels, 1991-92 to 1994-95.)

History: Res. 5608 adopted 10/5/90. See also RPD 86-5 (SG10).

The table of Enrollment Management Targets for 1991-92 to 1994-95 may be obtained from the UW System Office of Academic Affairs.

Policy Principles for Enrollment Management II: Enrollment Management Phase I was resource-driven, motivated by the desire to sustain and improve educational quality by returning support per student and faculty/student ratios to their 1978-79 levels. this has entailed a three-pronged effort: (1) increased state financial support, (2) tuition increases, and (3) enrollment declines. The success of Enrollment Management I means that support per student (measured in dollars per student and student/faculty ratios) will be very close to the 1978-79 level, the target for the first phase of enrollment management, by 1991.

Enrollment Management II will be driven by the need to maintain these quality advances and the necessity of meeting the needs of a changing mix of students within very tight resource constraints. As the result of extensive deliberations we are now in a position to define in some detail our approach to enrollment questions and associated issues for the next two budget cycles. Over this period we see some weakening of demand from the traditional 18-22 year old segment whose numbers will decline about 13% over the next four years. During this period the System will experience some decrease in overall enrollment. The size of the decrease may be ameliorated by more intensive services to non-traditional aged student groups. Nonetheless we should plan for some decrease in the first half of the 90's to be followed by renewed demand in the latter half of the decade.

It is essential that we estimate and achieve enrollments as accurately as possible. If we overestimate actual enrollments, fees will be set too low and we will experience a revenue shortfall; if we underestimate actual enrollments, fees will be set too high and we will generate excess revenues that must be carried over to reduce future tuition increases.

At this stage it is helpful to lay out the basic policy principles that will guide our more detailed planning. These are divided into four basic categories, the central goal of maintaining and enhancing educational quality, principles of equity among the institutions, enrollment reporting principles, and budget issues.

A. **Protect and Enhance Educational Quality:**

1. Academic standards will be maintained, specifically admission standards will not decrease at any institution.

2. Institutions whose enrollments come in at or under target may choose to reduce faculty, so long as educational quality is maintained (as indicated by faculty/student ratios, support per student etc.). Those institutions whose enrollments exceed targets will be expected to maintain faculty levels.

3. Institutions that reduce faculty will be permitted to retain the freed resources to address other pressing institutional needs (such as library needs).

B. **Equity Among Institutions:**

1. There will be a second four-year plan for systemwide enrollment reduction for 1991-95. All institutions will participate in that reduction (except those specifically identified for growth).

2. As in Enrollment Management I, some institutions will be slated to grow while others decline.

3. Targets will be monitored to allow a range of 1% on either side of the established "budget enrollment target" as described under Section 4 below.

C. **Enrollment Reporting Principles:**

1. Enrollments will be reported via the CDR using uniform definitions. Extended degree students will be included for all institutions.

2. Institutions will establish subtargets for new freshmen, transfer students, re-entry, special students, and graduate students and will report enrollments annually by these subtargets.

3. CAPP (GAPP 36) enrollments will be reported via the CDR but excluded from official enrollment figures.

4. The non-resident proportion of an institution's undergraduate student body will be no higher than 25% overall. The undergraduate student body will be defined for this purpose as students with classifications of freshmen, sophomore, junior or senior. Undergraduate special students will not be included for this purpose. Non-resident for this purpose, is defined as non-resident for fee purposes. This means that Minnesota and Michigan compact, and TAP (Tuition Award Program) students will be counted as residents (because they pay resident fees). Foreign students with non-resident status will be counted as non-residents.

D. Budget Issues:

1. Institutional budgets will be based on their established enrollment targets. A single "budget enrollment target "will be established for each of the four years.

2. Institutions that exceed their "budget enrollment target" will not benefit from the excess tuition revenue they generate (which will revert, as currently, to the systemwide pool to offset future tuition increases).

3. Institutions that are up to 1% below their "budget enrollment targets" will have their base budgets supported from excess revenues generated by those that exceed their target.

4. Institutions that reduce faculty to generate savings for other urgent needs, will not be disadvantaged in future budget allocations. For example, an institution that uses such funds to improve library holdings would not be disadvantaged in future budget allocations because their library needs had been lowered by their own self-help efforts.

94-1 POLICY PRINCIPLES FOR ENROLLMENT MANAGEMENT III for 1995-2001

History: Res. 6614 adopted 2/94; amends RPD 90-5. See also Res. 5608 and 86-5--SG10. Enrollment Management targets for 1995-2001 are defined in Res. 6672 (formerly RPD 94-5).

The document "Enrollment Management III: A Strategic Direction for 1995-2001" is available through the Office of the Board of Regents.

That, upon recommendation of the President of the University of Wisconsin System (UWS), the Board of Regents accepts the proposed Assumptions and Principles as a guide for planning and implementing the third phase of Enrollment Management; specifically, the Board of Regents affirms the following principles:

1. The UWS will maintain and enhance the gains made in the quality of undergraduate education under Enrollment Management I and II. A proportion of projected enrollment demand will be accommodated without additional resources by continuing to improve the effectiveness of its administrative, student services, and academic operations through improved efficiency, restructuring, strategic curricular design, and pedagogical innovation, thereby allowing some enrollment growth at no additional cost. Such incremental demand will be met through such efficiencies only when educational quality is not jeopardized. Additional students will then be served if further resources are provided by the state. If enrollment growth has to be limited, this will be accomplished through more selective admission standards. When faced with a choice between maintaining educational quality within budgetary constraints or providing access for students, the priority will be on quality.

2. The UWS stresses quality undergraduate teaching as its main priority, in keeping with s. 36.01, *Wisc. Stats.*

3. The UWS and its institutions will continue their engagement in basic and applied research and public service activities.

4. The UWS will continue its current practice of admitting all immediate Wisconsin high school graduates who rank in the top quartile of their class, somewhere within the system.

5. The UWS, within the limitation of its resources, will strive to maintain access to degree programs for adult students for whom initial or additional college training is necessary to meet the challenges of a dynamic economy and culture.

6. The UWS will maintain the board's commitment to make "moderate and predictable" undergraduate tuition increases (BOR policy 92-8), contingent upon adequate support from the state. The UWS will also explore ways to recover up to full educational costs from selected professional post-baccalaureate students.

7. The UWS will continue to support the reciprocity agreement with Minnesota as providing good educational options for both Wisconsin and Minnesota students, while encouraging Wisconsin students to take advantage of academic programs in our western institutions. In addition, UWS will explore additional highly targeted reciprocity options (e.g., program to program reciprocity) with other states. The UWS will seek to serve other non-resident and international students at least at current levels.

8. The UWS will maximize the use of the UW Colleges' human and physical assets to serve and retain students through the sophomore level and for collaborative efforts with programs at other UWS institutions.

9. The UWS will increase its collaboration with DPI, K-12, and VTAE to prepare qualified students from disadvantaged backgrounds and underrepresented groups for admission, to support them academically

once they are enrolled, to raise their graduation rates and to benefit from the various perspectives they contribute.

10. The UWS supports Tech Prep and School-to-Work as meaningful educational options and will actively cooperate with DPI, K-12, and VTAE in their implementation.

11. The UWS will facilitate the transfer of students within the UW System. The UWS will also facilitate transfer from all other sectors of post-secondary education providing students are adequately prepared to succeed in the UWS.

12. The UWS will encourage proposals for re-engineering the structure of higher education including such experiments as a "Charter University" which may offer opportunities to serve more students more effectively and efficiently.

13. The UWS will strive to increase geographic access and service to citizens throughout Wisconsin, by seeking significant initial investments from the state and industry sources in faculty development and equipment needed for initiatives such as distance education and collaborative programs.

14. The UWS will place priority on using existing resources and/or cooperative programs to meet special, short-term needs whenever possible.

15. The UWS will approve variations in enrollment increases across the system, expanding campus enrollments most at those institutions that demonstrate themselves best able to take increases at the most reasonable cost, at no loss of quality and in keeping with their institutional missions and objectives, or where program strengths, along with state needs, are sufficiently compelling.

ENVIRONMENTAL PROTECTION

81-5 ENVIRONMENTAL POLICY ACT IMPLEMENTATION

History: Res. 2508 adopted 11/6/81.

The document entitled "Implementation of the Wisconsin Environmental Policy Act Within the UW System" (Revised) is adopted to satisfy the requirements of the Wisconsin Environmental Policy Act (WEPA), enacted in 1972 as s. 1.11, *Wis. Stats. The document may be obtained from the Office of the Secretary of the Board of Regents.*

EQUAL OPPORTUNITY POLICIES (Education and Employment)

72-7 PROGRAMS FOR MINORITY AND DISADVANTAGED STUDENTS

History: Res. 196 and 198 adopted 6/9/72.

The following policy goals and objectives of the Affirmative action program recommended by the Regent Ad Hoc Committee on Programs to Assist Minority and Disadvantaged Students are approved:

1. To serve effectively the needs of minority and educationally disadvantaged students, the Board of Regents of the University of Wisconsin System commits and rededicates its resources to the mission of meeting the continuing educational challenge of the present generation and strengthening its programs for preparing teachers and administrators so that future generations of minority and educationally disadvantaged students will be better served.

2. While it is recognized that the responsibility of providing basic education lies with the state's primary and secondary educational system, one of the responsibilities of higher education is to point out new directions in society, in educational programs, and in teacher preparation for the primary and secondary education system.

3. The University System shall do all that is possible to prepare educators and administrators to: (a) recognize dignity and worth of different cultures, (b) facilitate self-fulfillment and quality educational advancement, (c) sensitize the non-minority and non-disadvantaged students to the problems of the minority and educationally disadvantaged students.

4. Each unit of the System shall seek to assure that its existing, as well as any new or revised, programs respond to the special needs of minority and educationally disadvantaged students; take into account the need for enhancing their existing strengths; measure and recognize their progress at appropriate stages; and allow progress toward a degree goal to be paced at a rate which takes into account prior educational disadvantages.

5. Supportive services (e.g. financial aids, counseling, tutoring, etc.) shall also take into account specific needs of these students and be sufficiently flexible to respond to those needs.

6. Meaningful programs shall be developed to sensitize the communities in which the various University of Wisconsin units are located to the problems, worth, and special needs of all minority group persons and educationally disadvantaged students.

7. The Board of Regents of the University of Wisconsin System pledges commitment to a total University of Wisconsin System effort for minority and educationally disadvantaged students. All employees of the University of Wisconsin System--faculty, staff, administrators--shall expect to participate fully in this effort as part of their employment responsibility,

8. The University of Wisconsin System shall pursue an active affirmative action program in the recruitment and employment of faculty and staff. The System shall adopt an affirmative action program with the objective of assuring equal opportunity in all aspects of recruitment and employment consistent with federal and state statutes. The Committee recommends that procedures be developed by which the University of Wisconsin System actively seeks to increase the number of minority employees at all levels.

9. Commencing on January 15, 1973, and every six months thereafter, each Chancellor shall file with the President a comparative progress report of the status of the affirmative action plans for his Unit.

The University of Wisconsin System shall support only those programs and/or facilities which are based on the principle of integration.

72-9 ESTABLISHMENT OF EQUAL OPPORTUNITY EMPLOYMENT OFFICES

History: Res. 235 adopted 7/14/72. (See also 80-3, 83-4, 84-5.)

The Board of Regents adopted at the June 1972 meeting policy goals and objectives for an affirmative action effort for minority and disadvantaged students as recommended by its ad hoc committee, which broadly considered the term "affirmative action" to include the University System as educator, employer, and purchaser of goods and services.

In general terms the goals adopted are commitments to use the resources of the University to meet the educational needs of minorities and educationally disadvantaged students. The goals adopted look toward (1) effectively serving the needs of minority and educationally disadvantaged students through improved and expanded educational programs and supportive services such as financial aids, counseling and tutoring, and (2) development of an effort which will assure equal opportunity in all aspects of recruitment and employment consistent with state and federal statutes and executive orders and procedures by which the University System will actively seek to increase the number of minority employees at all levels. The Regent goals and objectives will be implemented through a two-phased approach as follows:

The first phase will involve establishing the organization and staffing and assigning the responsibilities within both Central Administration and the Unit Chancellor's office for the equal opportunity employment efforts and the educational and supportive services programming for minority and disadvantaged students.

The second phase will be concerned with the refinement of the goals and objectives, establishment of the programs and procedures and development of the financial resources necessary to meet the needs of minority and educationally disadvantaged students and to assure a positive equal opportunity program. Input will come from students, faculty and administrators within the many Units of the University with the office of the Vice President of Academic Affairs responsible for establishing System priorities in the educational program areas and the System Equal Opportunity Office responsible for the employment areas. Phase II development is contingent upon the organization and staffing in Phase I making it imperative that the University proceed immediately to implement Phase I. As Phase I and II are developed they will be reported to the Board of Regents. Subsequent, periodic progress reports will be made at approximately six-month intervals.

To carry out the first Phase which will establish the organization and assign the responsibilities it is proposed that: (1) an Equal Opportunity Employment Office be established in the Office of the President to be responsible for providing leadership and coordination in employment of minorities, (2) the Vice President for Academic Affairs be assigned responsibilities for providing leadership and coordination in the development and supervision of educational and supportive programs for minority students and adequate staff be provided in his office to carry out these responsibilities, (3) an Equal Opportunity Employment Office be established at each campus in the Office of the Chancellor, and (4) the Chief Academic Officer of each campus be assigned responsibilities for developing and improving educational and supportive programs for minority students and adequate staff be provided in his office to carry out these responsibilities.

Phase I - Organizational:

A. Affirmative Action (Employment):

System Administration: Establish an Office of Equal Employment Opportunity in the Office of the President, with a Director responsible to the President who shall have the responsibility for working with the Vice Presidents, Chancellors, and campus Equal Employment Opportunity Offices, in coordination and assisting affirmative action programs for the employment of minorities. This office will be responsible for:

(a) Assisting the President in the reviewing of affirmative action plans, including goals and timetables, of each of the campuses;

(b) Assisting in and promoting the development of training programs to provide opportunity for personnel to upgrade their qualifications;

(c) Representing the University as a coordinator in working with compliance review teams;

(d) Developing compliance review procedures to ensure that goods and services purchased by the University of Wisconsin System are not procured from vendors who are discriminatory in their hiring and employment practices;

(e) Coordinating efforts for implementation of campus affirmative action;

(f) Assisting in and promoting the development of procedures for the handling of grievances;

(g) Providing leadership and technical assistance to campus affirmative action staffs;

(h) Analyzing and developing periodic reports to the President, Board of Regents, Governor and federal agencies on the status and progress of minority employment, and

(i) Assist in the development of policies and practices to accommodate the requirements of civil service personnel and programs to the requirements of the affirmative action programs.

Universities: Establish an Equal Employment Opportunity Office in the chancellor's office with the responsibility for working with the vice chancellor, deans and department chairman of that campus in:

1. Developing affirmative action programs for the employment of minorities;
2. Representing the campus in working with the System Office of Equal Employment and with compliance review teams; and
3. Monitoring and evaluating affirmative action programs on his campus.

B. Educational Programming:

System Administration: The Vice President for Academic Affairs be assigned the responsibility for working with the vice presidents and chancellors to insure that expanded opportunity be created for minorities in areas of program development and cultural opportunities and to coordinate and assist in the evaluation and development of all educational programming in this area. An additional Associate Vice President for Academic Affairs shall be established so that these activities may be assured the equivalent of full time attention at this level. The selection process with Regent involvement for the position of the Associate Vice President shall be instituted after a Vice President for Academic Affairs is appointed. Such other staff as may be necessary for the office shall be provided to carry out the following responsibilities:

(a) Developing improved and/or expanded special financial aid, counseling and tutorial/remedial efforts jointly with campus counterparts;

(b) Providing leadership in improving and expanding opportunities for minorities in the areas of cultural development;

(c) Establishing System priorities and Long-Range Goals and Objectives and review and analysis procedures.

Universities: The chief academic officer shall be charged with the responsibility for coordinating supervising the development of educational programs for minorities and educationally disadvantaged on his campus and for monitoring and evaluating all ongoing programs to assure relevancy and effectiveness. He shall coordinate these activities with his systemwide counterparts and with the Office of the Associate Vice President of Academic Affairs.

Phase II - Planning, Program Development, Review and Analysis:

A. Affirmative Action (Employment):

System Administration and Units:

1. Develop a data base which can be used for establishment of employment goals, comparison purposes, to monitor effectiveness, and to measure movement toward the goals.
   a. Develop basic information about the University workforce including information about each employee, analysis of employee turnover, comparative salary information, job status, hours worked, etc.;
   b. Identify job classifications and organizational units in which minority groups are not employed or under utilized;
   c. Identify patterns of differences in pay, status, type of appointment, etc.;
   d. Identify the availability of promotable minorities within the University;
   e. Develop estimates of the availability of minorities within the recruiting area for particular job categories;
   f. Develop projections of future personnel requirements.
2. Develop and reevaluate periodically employment goals for the hiring of minorities at least in proportion to their availability in the recruitment areas and set appropriate timetables to achieve such goals.

3. Review personnel policies, practices and procedures to assure they promote the consideration and hiring of minorities.

4. Monitor employment practices and recruitment results to see that progress is made toward the goals.

5. Develop programs to support affirmative action such as training programs, complaint procedures, etc.

B. Educational Planning:

System Administration and Units:

Responsible planning dictates that the following steps be taken in order to implement in the fall of 1973 a coordinated, objective, and educationally-sound academic plan.

1. Develop long-range programs goals and objectives (5 years) within the broad framework of the Regent directive.
2. Develop specific short-range or immediate goals and objectives (2 years).
3. Inventory all existing programs.
4. Develop procedures and criteria (quantitative and qualitative) for systematic evaluation of all programs related to minority and disadvantaged.
5. Develop procedures for an automatic review of all programs at the end of the second year of operation.
6. Establish System priorities and Unit missions to meet the educational, socio-cultural, and financial aids needed.
7. Meld effective current programs with proposed new program needs into the first year (1973-74) of a System approach to educational programming for minority and disadvantaged and phase out and\or eliminate ineffective programs.
8. Provide for a progress report to the Board of Regents with a comprehensive analysis of the System total effort to be made and reported to the Board by July of 1973, and annually thereafter.

72-21 MULTICULTURAL PROGRAMS FOR MINORITY STUDENTS

History: Res. 351 adopted 12/8/72.

1. The Board of Regents reaffirms its support for the education of minority and disadvantaged students.
2. The Board of Regents reaffirms its policy and implementation plans for minority and educationally disadvantaged students as passed during the June and July 1972 meetings of the Board.
3. The Board of Regents reaffirms its opposition to violence of any nature taking place on any UW campus and its support for full enforcement of its rules and regulations with respect to any occurrence of violence or civil disobedience.
4. The Board of Regents reaffirms its support of only integrated programs of any nature being allowed or supported on any University of Wisconsin System campus.
5. The Board of Regents reaffirms its support for only a multi-cultural approach by all UW System supportive programs for minority students, and the Board denies a segregated or separatist approach for any such program.

75-5 EQUAL EMPLOYMENT OPPORTUNITIES

History: Res. 1051 adopted 8/15/75. (With 1982 amendments from 82-4.)

I. Policy Statement:

It is and continues to be the policy of the University of Wisconsin System to adopt and support measures designed to prevent and eliminate discrimination against employees and prospective employees of the UW System on the basis of race, color, religion, sex, national origin, age, or physical handicap.

As a part of this policy, the UW System is committed to the implementation of affirmative action employment programs to recruit, employ, and promote qualified women and minorities.

System administrators and the University faculties shall continue to take such steps as may be necessary to accelerate the final elimination of any and all vestiges of discrimination because of race, color, religion, sex, national origin, age, or physical handicap that may still exist in the employment policies, practices and/or procedures of the UW System.

II. Guidelines for Policy Implementation:

Basic Requirements - Each institution/unit shall:

1. Examine periodically all employment policies, practices, and procedures dealing with recruiting, interviewing, testing, screening, selection, placement, classification, evaluation, transfer, promotion, training, compensation, fringe benefits, layoffs, and terminations for discrimination on the basis of race, color, religion, sex, national origin, age, or physical handicap and take remedial action to correct such discrimination if found to exist.

2. Maintain a written affirmative action plan for the recruitment, employment, and promotion of women and minorities and monitor both hiring and termination for non-discrimination in accordance with System affirmative action guidelines and federal and state laws. Make the plan readily available for reference in campus libraries and affirmative action offices. Make summaries of affirmative action plans available upon request or through campus publications. Update the plan as necessary to keep it current. Prepare affirmative action reports for distribution at least once a year. The report should include an analysis of progress made together with any specific corrective action necessary to meet expected goals and objectives of the institution's affirmative action plan.

3. Establish and maintain an affirmative action committee (or committees, as appropriate) composed of faculty, academic staff, classified employees, and students to advise the administration on affirmative action needs and concerns, and to assist affirmative action directors in designing and implementing programs. Committee members should have a genuine interest in affirmative action and represent the concerns of women, minorities and handicapped persons.

4. Establish and publish effective grievance procedures for addressing discrimination complaints.

5. Performance evaluations of institutional administrators shall include an assessment of their attention to and support of affirmative action.

6. Each institution should have an affirmative action director with adequate budget and support staff commensurate with institutional needs. The affirmative action director should be a resource and support person for affirmative action advisory committees and other institutional groups legitimately concerned with affirmative action. Affirmative action directors should address the needs of both classified and unclassified personnel.

7. The System President shall present to the Board of Regents an annual affirmative action report assessing institutional progress toward affirmative action goals and compliance with Regents policies.

8. Affirmative action and equal employment opportunity policies should be widely disseminated in the university community so that everyone -- including students -- will be apprised of such policies.

The Affirmative Action Plan - The Plan shall contain, as a minimum, the following components:

1. A current policy reflecting the institution's commitment to affirmative action and equal employment opportunity.

2. A description of who is responsible for the implementation and monitoring of the affirmative action plan, including the specific responsibilities of the affirmative action director, institutional administrators, deans, department chairpersons, and line supervisors.

3. A description of the procedures established for monitoring the plan and for measuring program effectiveness.

4. A description of the affirmative action procedures to be followed in the recruitment, employment, and promotion of women and minorities.

5. A profile of the number and percent of women and minority employees by department, rank, and/or classification.

6. The identification of underrepresentation of women and minorities by department, rank, and/or classification, both classified and unclassified. ("Underrepresentation" is defined as having fewer women and/or minorities in a particular department, rank, or classification than would be reasonably expected by their availability.)

7. Identification of availability-data sources used for measuring underrepresentation.

8. The establishment of realistic goals and timetables relative to expected accretion potentials for overcoming the underutilization of women and minorities.

9. A review of promotional patterns to determine if the rate of advancement for women and minorities as a group has been equal to that of other employees as a group.

10. An account of the procedures by which employee salary equity is measured and maintained.

11. A statement of the procedures followed for addressing discrimination complaints.

12. A commitment to conduct training and professional development programs to aid in the promotion and career advancement of women, minorities, and handicapped persons.

13. A commitment to carry out community outreach programs sponsored by the institution with the aim of increasing educational and employment opportunities for women, minorities, and handicapped persons.

80-3 RECRUITMENT AND RETENTION OF MINORITY AND EDUCATIONALLY DISADVANTAGED STUDENTS

History: Res. 2119 adopted 4/11/80; reaffirmed by 83-4 and 84-5.

That the Board of Regents reaffirms its commitment to expand educational opportunities for members of minority and disadvantaged groups; that the System Administration recommendations, dated April 1, 1980, on the Report of the System Committee to Review Minority Student Enrollment History and Projections in the UW System be approved; and, further, that System Administration and the UW institutions be directed to begin implementation plans, to be made to the Board of Regents by February, 1981. *(The April 1, 1980 document is available from the office of the Secretary of the Board of Regents.)*

83-4 RECRUITMENT AND RETENTION OF MINORITY AND EDUCATIONALLY DISADVANTAGED STUDENTS

History: Res. 2865 adopted 7/15/83; reaffirms 80-3. (See also 72-9.)

That the Board of Regents reaffirms the policies and principles reflected in Central Administration Analysis Paper #7.2 Revised and Regent Policy Document 80-3; that although it recognizes the efforts during the past decade to expand educational opportunities for members of minority and disadvantaged groups, it expresses disappointment with the results of these efforts; that it requests that the Annual Report to the Regents on Progress and Achievement of Goals for American Racial and Ethnic Minority Students include a section documenting the systematic assessment and evaluation of minority/disadvantaged student programs; that it supports the new initiatives described in the President's report and encourages their implementation by the institutions of the UW System.

83-5 EQUAL OPPORTUNITIES IN EDUCATION: ELIMINATION OF DISCRIMINATION BASED ON GENDER (See Discrimination Prohibited)

84-5 RESTATEMENT OF GOALS ON EXPANDING EDUCATIONAL OPPORTUNITIES FOR MINORITY AND DISADVANTAGED GROUPS

History: Res. 3109 adopted 7/13/84; reaffirms 80-3, 83-4. (See also 72-9.)

That the Board of Regents reaffirms its commitment to expand educational opportunities for members of minority and disadvantaged groups by (a) adopting the Summary Restatement of Goals dated July 5, 1984, and by (b) requesting the President of the University of Wisconsin System, in cooperation with the Department of Public Instruction, to prepare a 1985-87 biennial funding request which responds to and is designed to implement the minority and disadvantaged student program recommendations dated July 5, 1984.

The Board of Regents also reaffirms its policy on fiscal control of resources assigned to programs and services for minority students which states that "allocations received through the special state appropriations for support services for minority students . . . shall not be reallocated to purposes other than support for programs and services for minority/disadvantaged students nor reduced without specific Board approval" (Board of Regents Policy Document 72-9, AP #7.2 revised, June, 1976), and that "the Regents direct that resources not be diminished, but at a minimum be maintained and, if possible, expanded to provide support for special programs designed to increase opportunities for minority students and to improve the retention of these students" (Board of Regents Policy Document 80-3, April, 1980); and that the Regents request that System Administration prepare for the Board as part of the Annual Report on Progress and Achievement of Goals for American Racial and Ethnic Minority Students a budget report showing institutional and System resources assigned to minority and disadvantaged student programs.

Summary Restatement of Goals

The University of Wisconsin System unanimously endorses the reaffirmation of the principles set forth in AP #7.2:

> "The long range objective of the UW System is to achieve the goals of equality of access and of opportunity. The achievement of these goals might be inferred from the attainment of a condition in which entry rates, academic success rates, graduation rates and distribution of educational and professional choices by minority students would more closely resemble those characteristics of all students of the UW System."

In addition, the System feels that the Regents' two basic quantitative goals of minority enrollment of 9,000 and minority bachelors degrees of 800 per year as stated in AP #7.2 should not be reduced but rather redefined in the context of the principles stated above. Therefore, the following redefinition of the University of Wisconsin System minority enrollment and graduation goals is proposed:

1. New Freshmen Enrollment Goal

   To reach an ethnic distribution in the new freshman class which equals the ethnic distribution in the Wisconsin public high school graduating class.

2. Undergraduate Enrollment Goal

   To reach year to year retention rates for minority students which are at least equal to the year to year retention rate for majority students.

3. Bachelors Degrees Goal

   To reach graduation rates for minority students which are at least equal to the graduation rates of majority students.

4. Graduate and Professional Enrollment Goal

   To continue the relationship between undergraduate and graduate/professional enrollment which now exists. Therefore as undergraduate enrollment increases in each minority group, graduate and professional enrollment will increase.

In addition to these UW System enrollment and graduation goals for minority students, it is also recommended that:

1. Goals be adopted for all minorities with the measurement of progress toward the goals examined separately for each ethnic group.
2. No individual UW institutional goals be set by System Administration; each UW institution should be expected to establish its own goals in the context of the System goals.
3. Time periods of five years be set for achievement of the enrollment goals and ten years for the achievement of the graduation goals.
4. Actual enrollments be compared annually to enrollment projections to ensure that progress is being made toward the goals.

86-5 EQUAL OPPORTUNITIES IN EDUCATION AND EMPLOYMENT (SG 15, SG 17, SG 24)

History: Res. 3688 adopted 12/5/86.

Policy provides direction for equal educational and employment opportunities for women and minorities. The full document from the Report of the Regent Study Group on the Future of the UW System may be obtained from the Office of the Secretary of the Board of Regents.

88-4 IMPLEMENTATION PLAN FOR "DESIGN FOR DIVERSITY"

History: Res. 4041 adopted 5/6/88.

The Board of Regents adopts President Kenneth A. Shaw's April 7, 1988, report entitled "Design for Diversity" and directs the President and institutions of the UW System to proceed with implementation of the report. *The full report may be obtained from the UW System Office of Minority Affairs.*

88-12 RACIST AND OTHER DISCRIMINATORY CONDUCT POLICY (See Discrimination Prohibited)

EXTENSION AND OUTREACH

82-3 ORGANIZATION OF EXTENSION AND OUTREACH ACTIVITY

History: Res. 2558 adopted 4/9/82; replaces 82-2; amends 73-7; includes Res. 3287, 5/85. (See also 88-5.)

The Board of Regents accepts the report of the Special Regent Study Committee on Extension and endorses each of the recommendations• contained in the report (see below). The Board of Regents charges the Chancellor of UW-Extension in conjunction with each of the Chancellors and their faculties and staff with the responsibility of developing a statewide, coordinated extension plan as called for in the report. The administration and faculty of each institution recognize the importance of the extension function and will proceed to give appropriate and adequate recognition to those involved in extension activities. *•The entire report may be obtained from the office of the secretary of the Board of Regents.*

1. Reaffirms the historic commitment of the UW System to the Wisconsin Idea. The extension function is essentially one of utilizing university resources beyond the classroom for the benefit of the state and society at large. Institutional involvement and commitment to extension will require that all faculty and departments commit themselves to the enhancement of the extension function as they have to teaching and research.

2. Resolves that University of Wisconsin-Extension should continue as an institution of the University of Wisconsin System with the chief administrator's title continuing to be that of Chancellor.

3. Further emphasizes the University of Wisconsin System's commitment to a systemwide, coordinated extension effort by requesting that UW System Administration monitor, from a System perspective, the extension programs offered by the institutions of the UW System and review annual program plans and budgets, and biennial budget submissions. System Administration will not assume operational responsibility, but will mediate any unresolved interinstitutional disputes.

4. Assigns the leadership responsibility for program coordination and statewide planning of the UWS extension function to the Chancellor of UW-Extension. In cooperation with the chancellors of the other UW System institutions, the Chancellor of UW-Extension shall develop and maintain a coordinated, statewide extension plan. In this context, annual plans for campus-based noncredit programs within the region must be reviewed by UW-Extension to ensure the needed degree of coordination and compatibility of program offerings with institutional mission.

5. Encourages integration of existing UW-Extension faculty with faculties of the other institutions of the UW System. Steps toward such integration should begin as soon as feasible. Any plans for integration of UW-Extension faculty into campus departments or other units must be approved by the appropriate faculty and administrative review bodies of each institution involved, be approved by the President's office, and reported to the Regents. In order to encourage greater integration of faculty and staff in general extension with the institutions, when a position budgeted to UW-Extension becomes vacant the needs it served should be met insofar as possible through campus-based faculty. Only if those needs cannot be met within existing campus academic units should a general extension position be perpetuated. Further, the expression "integration" is expanded, where appropriate, to include the concept of bringing together in a meaningful way each university's administration and faculty in planning and coordinating its extension efforts and in establishing appropriate planning and programming models.

6. Encourages the use of interinstitutional committees to review existing interinstitutional agreements and to initiate steps toward integration of faculties. These committees may also address such issues as needs assessment, program priorities, budget, and personnel policies and make recommendations leading to new interinstitutional agreements between UW-Extension and the other institutions.

7. Supports moves toward integration of UW-Extension faculty in Milwaukee with the University of Wisconsin-Milwaukee as proposed by the Joint UWM/UWEX Committee to serve as the initial phase for such integration. Implementation should be preceded by full faculty consideration within both institutions. A condition of this recommendation on UWM/UWEX integration is that an evaluative phase be included which will result in a report to the Regents at the end of the 1983-84 academic year. Its purpose will be to assess the strengths and weaknesses of such integration and include recommendations on how to resolve any lingering problems and strengthen and improve extension programming in the Milwaukee area.

8. Requires that allocations from UW-Extension to institutions be based on interinstitutional agreements reached between the Chancellor of UW-Extension and the chancellor of the institution involved; that such allocations permanently retain their budgetary identity as funds in support of extension programs; and that they be accompanied by substantial and adequate assurance of continued performance of the extension function and fiscal commitment to existing personnel. Modifications in interinstitutional agreements occasioned by required budget cuts or by vacancies due to retirement, death, or resignation of personnel must not be handled unilaterally, must be consistent with good personnel management, and must be compatible with the statewide plan for extension. The budget allocations identified in the interinstitutional agreements must assure sufficient stability and duration to permit institutions to make long-range commitments for carrying out that portion of the statewide extension plan for which they have accepted responsibility. Interinstitutional agreements may include three types of commitments: (a) continuing fiscal support for tenured and probationary faculty (and their program support) with specific long-term assignments to extension activities, (b) annual commitments to faculty and staff for short-term projects and activities and their program support to implement agreed upon programs, and, (c) longer term commitments which might support continuing education activities not permanently identified with specific individuals. Allocations based on these long and short-term commitments will be administered through the UW institutions' faculty and administrative structures. Ultimate responsibility for the budget associated with these allocations and based on the interinstitutional agreements will remain with the UW-Extension Chancellor.

9. Suggests the use of the seven criteria recommended by the President's Advisory Group on Extension in determining the involvement and best use of resources for the extension function at the various institutions. They are: (1) relatedness of mission; (2) acceptance of financial responsibility; (3) compatibility of institutional and systemwide extension program priorities; (4) availability of faculty and staff with appropriate disciplinary competencies; (5) accessibility of a meaningful clientele; (6) evidence of clear and substantial institutional commitment; and (7) the likelihood of "minimum critical mass of resources" reflected in a meaningful proportion of each faculty appointment designated for extension activity.

10. In the interest of improving and streamlining UW-Extension administration and enhancing communications, support the internal reorganization of UW-Extension substantially as proposed by the UWEX Joint Faculty Administration Committee and urge the President of the UW System and the Chancellor of UW-Extension to proceed towards the establishment of a structure by July 1, 1982, which reflects three separate and homogenous units -- (a) general extension and special mission programs; (b) cooperative extension and special mission programs; and (c) educational communications, each administered by a dean or director. Each of the administrative positions is to be filled through a regular search and screen process. UW-Extension should examine each of the programming and service units

either concurrently or following the divisional reorganization to determine its viability and the appropriateness of its divisional placement.

11. Reconfirms its charge that UW-Extension continue to develop and expand, through reprogramming and reallocations, the internal budget and personnel flexibility required to meet changing societal needs. The recently developed program evaluation process, wherein every program is evaluated within an eight year cycle, should continue to have as one of its objectives a determination whether the program being evaluated is consistent with the mission of UW-Extension, does not inappropriately duplicate programs being offered by other state agencies, including specifically VTAE and DPI, or more appropriately should be offered by others. Continued interaction and cooperation between UW-Extension and other state agencies are encouraged.

12. Supports the recommendation of the President of the UW System for adoption of specific proposals in the report of the Special UW-Extension Committee on Faculty Rank and Tenure. (The basic premise of that report is that the concept of rank and tenure continue for community faculty with certain modifications.)

13. Makes no attempt, at this time, to alter current policies with regard to off-campus credit courses (ACIS-3); and the relevant portions of the Regents' 1973 and 1978 policies should remain intact.

Resolution 3287 (5/85): The Board of Regents accepts the President's Report on Integration and specifically approves the policies and procedures identified in the Integration Plans jointly developed by both UW-Extension and UW-Madison, and UW-Extension and UW-Milwaukee. The Board directs the Chancellor of UW-Extension to provide the President of the UW System and Board of Regents with an annual report on the activities related to integration of the extension function with other UW System institutions and on the coordinated UW extension planning effort and programming projections.

88-5 IMPLEMENTATION OF REGENT POLICY DOCUMENT 82-3

History: Res. 4042 adopted 5/6/88.

The Board of Regents in Resolution 2558 of April 9, 1982, adopted a policy calling for the integration of the extension function within the University of Wisconsin System. The implementation of this policy, while substantially achieved, requires further effort to ensure the realization of its purpose to improve and expand extension programming by making extension an integral function of the departments, colleges, and schools of each University of Wisconsin System institution. Therefore the Board of Regents reaffirms its Resolution 2558 of April 9, 1982, endorsing the principles, policies and recommendations of the Special Regent Study Committee on Extension, including:

1. Integration of extension faculty and programs with the faculties and programs of the other institutions of the UW System;
2. Annual allocation of funds and positions from UW-Extension to the other UW institutions on the basis of interinstitutional agreements;
3. UW-Extension leadership responsibility for program coordination, statewide planning, and budget accountability for the UW System extension function;
4. Reconfirmation of the charge that UW-Extension, in cooperation with the other UW institutions, develop and expand, through reprogramming and reallocations, the internal budget and personnel flexibility required to meet changing societal needs;
5. Encouragement of interaction and cooperation between UW-Extension and other state agencies and the VTAE System to avoid duplication of effort and to maximize effective use of state resources.

The Board approves the following policies to enhance implementation of integration and to strengthen the extension function of the UW System through:

1. Establishment of structures to enhance statewide planning, coordination and communication among related disciplines and program areas of the UW institutions, between the UW-Extension Cooperative and General Extension Divisions, between county and campus-based faculty and staff, and between UW-Extension and other UW institutions.
2. Establishment of joint appointments to allow integrated extension faculty and staff to participate in UW-Extension institutional governance and in statewide extension program planning and development.
3. Establishment of a role for UW-Extension in personnel decisions for integrated faculty and staff holding Cooperative and General Extension appointments in the UW institutions.
4. Consistent use of the term "extension" to identify UW institutional extension units, faculty and staff and programs within the statewide extension function.
5. Incorporation of UW institutional extension programs currently conducted outside the interinstitutional agreements within the program planning and coordination of UW-Extension.

The Chancellor of UW-Extension, in consultation with the other UW institutional Chancellors, shall develop and implement as soon as feasible:

1. Structures, protocols, and procedures for improved communication and coordination of statewide extension programming between UW-Extension and the other institutions, between the Cooperative and General Extension divisions, between county and campus-based faculty and staff, and among the related disciplines and program areas of the various UW institutions.

2. A format for uniform identification of extension units, programs and faculty and staff of the UW institutions.
3. And shall report to the UW System President by December 1, 1988, on the development of these structures and procedures.

The President of the University of Wisconsin System shall direct the UW System Vice President for Academic Affairs to establish a working group of vice chancellors and the Deans of General and Cooperative Extension, with appropriate staff support to:

1. Review and update ACIS-5 to respond to the foregoing Regent policy directives.
2. Review, improve, and streamline reporting instruments and instructions for the institutional reporting system, to include the entire range of credit and noncredit extension activities.
3. Develop a protocol for reporting information on extension planning to UW System Administration to enable it to monitor effectively the implementation of integration, including interinstitutional communications, program planning and development, the interinstitutional agreement process, and the system of accountability.
4. Develop criteria to define extension activities that should fall within the coordination, planning and budgetary control of the interinstitutional agreements.
5. Provide rationales and guidelines for the conduct of independent campus extension activities.
6. Consider the issue of institutional budgetary flexibility in relation to the statewide extension plan and the annual interinstitutional agreements, and recommend the degree of flexibility necessary within the interinstitutional agreements to meet emerging local needs.
7. Establish protocols defining the nature and extent of UW-Extension involvement in personnel decisions for integrated extension faculty and staff, to include:
    (a) definitions and procedures to implement joint appointments within the context of integration;
    (b) considerations that affect the allocation of extension faculty positions;
    (c) format and time line for approval of position descriptions;
    (d) procedures to allow UW-Extension administrators a consultative role in decisions on faculty searches, salary increases, promotion and tenure;
    (e) recognition that tenure and promotion decisions will remain within the authority of campuses to which the positions are assigned.
8. Report to the UW System President by December 1, 1988, on implementation of the Working Group recommendations, and on the proposed modifications of ACIS-5.

The President of the UW System shall review the progress of integration and the recommendations of the UW-Extension Chancellor and the UW System Vice President's Working Group, and shall inform the Board by its February 1989 meeting of modifications of ACIS-5 and other measures taken to implement Regent policy.

Upon the recommendation of the President of the University of Wisconsin System, the Board also approves continuation of the .5 FTE position of the Dean of University Outreach at the UW-Madison.

FACILITIES

74-12 USE OF STATE (GPR) FUNDS FOR CAPITAL NEEDS OF INTERCOLLEGIATE ATHLETICS, UW-MADISON (See Athletics)

79-2 PRORATING COSTS FOR HEATING/CHILLING PLANTS

History: Res. 1985 adopted 9/7/79.

A. Campus Heating/Chilling Plants, Distribution Systems, and Extensions:

A1. Project costs for the initial construction, subsequent additions, modifications, repair and maintenance of campus central heating/chilling plants shall be requested to be funded from GPR supported funds.

A2. Project costs for the initial construction, subsequent additions, modification, repair and maintenance of campus heating/chilling distribution system service lines, including related tunnels, access pits, and/or conduits, shall be requested to be funded from GPR supported funds.

A3. Project costs for the initial construction of heating/chilling distribution system service line extensions, from the campus heating/chilling distribution system service lines to a building, shall be requested to be funded from the same source of funds used in the project cost for the construction of the building served.

B. Satellite Heating/Chilling Plants:

B1. Project costs for the initial construction, subsequent additions, modification, repair and maintenance of satellite heating/chilling plants shall be requested to be funded from the same source of funds used in the project cost for the construction of the building(s) served.

B2. Project costs for the initial construction, subsequent additions, modification, repair and maintenance of campus heating/chilling distribution system service lines and extensions, including related tunnels, access pits, and/or conduits shall be requested to be funded from the same source of funds used in the project cost for the construction of the building(s) served.

C. **Prorating Heating and Air Conditioning Operating Costs for Program Revenue Funded Facilities Served by Campus Heating/Chilling Plants:**

C1. The UW System is required to allocate operating costs of campus central heating/chilling plants in accordance with the provisions of s. 20.285(1) (c), *Wis. Stats.*, which states as follows:

> "Utilities and heating. A sum sufficient to pay for the use of electricity, water and sewer and to cover the cost of coal or other fuels used for heating or cooling, including freight charges and local hauling charges, where applicable. Coal or fuel oil purchases under this paragraph shall be purchased pursuant to s. 16.71. Payment for coals purchased hereunder shall be made as provided in s. 16.91. This program expenditure shall be reimbursed from par. (h) for the cost of all charges, including transportation, properly allocable to auxiliary enterprises."

C2. Allocation of operating costs from satellite heating/chilling plants in Program Revenue funded facilities for services provided to GPR-funded facilities shall be reimbursed in the same manner as auxiliary enterprises, per s. 20.285(1) (c).

The full document may be obtained from the UW System Office of Physical Planning and Development. The document includes the above policy, the State Building Commission action requesting Regent policy, and a review of and rationale for past and current Regent policies on this subject.

81-5 ENVIRONMENTAL POLICY ACT IMPLEMENTATION (See Environmental Protection)

84-4 FUNDING FOR INTERCOLLEGIATE ATHLETIC FACILITY PROJECTS, UW-MADISON (See Athletics)

85-5 AUXILIARY ENTERPRISE RESERVES

History: Res. 3436 adopted 12/6/85. (Includes 1986 amendment.)

Approves policy recommendations in Section 4.0, Reserve Category Recommendations in Section 5.0, Evaluation of Cash and Investment Accumulations Recommendation in Section 6.0, Documentation of Capital Needs Recommendation in Section 7.0, and the Response to the Auxiliary Reserve Reduction as Required by *Wis. Stats.* in Section 8.0 of the University of Wisconsin System Policy Statement on Auxiliary Enterprise Reserves. *The full document may be obtained from the UW System Office of Business and Finance.*

85-6 DELEGATION OF APPROVAL AUTHORITY FOR SMALL BUILDING PROJECT REQUESTS

History: Res. 3442 adopted 12/6/85.

The Board of Regents extends to the Vice President for Physical Planning and Development (or his designee) the same authority as is extended to the Secretary of the State Building Commission under Commission Policy XIII.B.2.d. (on file) as presently written and as may be amended in the future. (This policy presently provides that projects from the All-Agency Appropriations that are estimated to cost $100,000 or less can be reviewed and approved by the Division of State Facilities Management without prior approval by the Commission. By this action, the Vice President for Physical Planning and Development (or his designee) is authorized to submit reviewed and approved projects to be funded from Statewide Allocations directly to the Division of State Facilities Management for implementation. Quarterly reports are to be provided of all requests implemented during the preceding three months utilizing this procedure.)

86-2 AUTHORIZATION TO REMOVE UNNEEDED STRUCTURES

History: Res. 3509 adopted 4/11/86; amended by 89-5 and Res. 5722, 3/91

Approval is granted to increase the authority delegated to the chancellors to permit their approval of the removal/razing of obsolete or unneeded university structures when the structure's current value, as determined by the State Department of Administration, does not exceed $100,000, subject to compliance with the policies of the State Building Commission.

No facility or portion thereof which has been named after a person shall be removed/razed or have the name removed unless the Board has approved a plan to continue recognition of the person after whom the facility was named. Examples of such continued recognition are a plaque, an appropriately placed monument, a cornerstone of a new facility constructed on the site of the demolished building, etc.

87-14 DISTRIBUTION OF BIENNIAL MINOR PROJECTS ALLOCATIONS

History: Res. 3915 adopted 10/9/87; amended by 89-6

The policy for the distribution of biennial minor projects allocations from the State Building Commission consists of the following elements:

General Guidelines:

1. Each chancellor will be allocated a portion of the minor project fund. Each university will be fully responsible for developing projects that can be funded within its allocations, including any bid overruns.
2. System Administration will retain a contingency fund to be used with discretion for emergency projects, amplifying the available equipment funds for Centers projects, or other special problems that will arise. This contingency is not intended to bail out campus projects that come in over budget. Prior to the end of the biennium any unused contingency funds will be distributed to the Chancellors.
3. Individual project implementation will follow the current procedure involving a program/request document for approval by System Administration and the Division of State Facilities Management.
4. Each university is encouraged to consider its planning list for the capital budget and implement those minor projects it had planned to accommodate. It is recognized, however, that it may be desirable to reconsider priorities within that list and also that needs may have arisen that would require some substitutions to the list. The objective is to achieve some planning flexibility for the campus within a known budget framework.
5. System Administration will keep a record of the allocation to each campus and debit project budgets against those commitments. Post-bid budgets will be used to determine the presumed "cost of the project."
6. All funds that have not been authorized for expenditure by the Board of Regents prior to March 1 of the odd-numbered year will revert to the System-Administration-held contingency fund for redistribution on a systemwide basis.

Formula for the Distribution of Funds:

1. System Contingency: A System-held contingency of 10% of the System fund for Minor Projects will be established to meet unanticipated problems.
2. Flat Distribution: A similar lump sum amount will be allocated to each chancellor. This flat distribution recognizes that minor project funds are needed universally and that they are the principal means by which a campus can keep its space relevant to contemporary teaching and research needs.
3. Percent of System GPR funded Gross Square Feet: The remaining monies will be distributed on the basis of each campus' percent of the total University System space funded by GPR. This allocation recognizes that a campus with more space has an inherently greater need to revise that space. The source of this information is the latest space inventory data submitted to System Administration and confirmed.

88-7 DEVELOPMENT OF FACILITIES IN THE UW CENTERS

History: Res. 4075 adopted 6/10/88.

Upon the recommendation of the UW Colleges Chancellor and the President of the University of Wisconsin System, the report relating to the development of facilities in the UW Colleges is accepted (copy on file in the office of the Secretary of the Board) and, further,

Section IV of "Protocol for Evaluation and Approval of UW Colleges Facilities Development", adopted as policy for UW Colleges' construction projects, provides the following:

A. All requests for added facilities must be based upon an examination of the academic program of the UW College and the capability of existing facilities to accommodate the program. The Chancellor of the UW Colleges has the need and responsibility to review all projects in the earliest of planning stages.

B. It is understood that there is a commitment by the Board of Regents to provide necessary faculty or other academic program staff and/or operating budget changes needed as a consequence of Board approval of the expanded facilities, if such changes are identified in the request to the Board.

C. System Administration will review all requests for UW College projects within the following policy framework:

1. The Chancellor of the UW Colleges will submit pertinent two-year and six-year capital development plans to UW System Administration according to the procedures, timetable and format established by System Administration.

2. In order for additional space to be supported, there must be clear evidence that the needs of the academic program cannot be met by existing facilities, and/or remodeling of existing facilities.

3. All requests for approval of additional facilities shall also include a thorough evaluation of the long-term impact on the operating budget and staffing/faculty needs.

4. The University of Wisconsin Centers will request funds for the movable equipment needed for the facilities as part of the University of Wisconsin System biennial capital budget. These requests should be made to System Administration during the first half of the even-numbered years for the subsequent biennium (e.g. 1988 for the 1989-91 biennium). It is recognized that local units of government usually operate under an annual budget cycle, with considerably more flexibility than state government on the expenditure side. This sometimes results in the municipality's ability to advance a construction project sooner than anticipated, thereby placing an unanticipated burden on limited university (Building Commission) funds for equipment.

5. Generally, UW System Administration requires that all capital projects appear in the campus long-range plan prior to approval of funding. Therefore, equipment requests for UW Colleges that relate to capital projects NOT identified in either the two-year budget request or six-year facilities plan will generally not be funded. This places an increased importance on the long range facilities planning efforts for the UW Colleges.

6. The construction cost of the facilities will be financed totally by the county/city.

7. The need for a building project and resultant equipment and operating costs is subject to the approval of the Board of Regents prior to local bidding of the project. In addition to a description of equipment needs, the Regent request shall include the information required in paragraphs 2 and 3 above. The design of facilities shall be in conformance with energy considerations established by the State Building Commission.

8. It is acknowledged that UW Colleges facilities will require remodeling and other miscellaneous improvements caused by obsolescence, building codes and program changes. Such minor projects are a local financial responsibility and when they do not require equipment funding, need not be submitted for Board approval. However, these projects do require prior UW Colleges/System Administration approval, if they involve a change in the use of space.

90-2 PROGRAM REVENUE CONTRIBUTIONS TO THE COST OF FUNDING CAPITAL PROJECTS RELATING TO CENTRAL UTILITY SYSTEMS

History: Res. 5430 adopted 3/9/90.

The following schedule is in effect for payments by each of several campuses to provide Program Revenue contributions to the cost of funding capital projects that relate to central utility systems.

Campus	Two Thirds of 3.6% Replacement Value	Revised % PR Funded Space	Annual Program Revenue Expenditure (Col.2 x Col. 3)
	$		$
Eau Claire	143,976	40%	57,600
Green Bay	230,886	4%	8,200
La Crosse	145,489	40%	58,200
Madison	1,660,766	20%	332,000
Milwaukee	259,402	22%	57,100
Oshkosh	125,799	47%	59,100
Parkside	205,375	8%	16,400
Platteville	105,797	40%	42,300
River Falls	111,920	39%	43,600
Stevens Point	149,739	44%	65,900
Stout	133,147	37%	49,300
Superior	131,442	39%	•21,000
Whitewater	156,726	48%	72,000
	$3,533,464	–	$ 886,100

These assessments would occur on an annual basis, beginning July 1, 1990, and remain at the level shown through the 1994 fiscal year when they will be re-evaluated.

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In generating the funds to pay these assessments, the chancellors are not to impose any new segregated fees.

*Amount based on UW-Platteville's cost per student to more equitably equalize the cost impact.

90-3 FUNDING OF UNIVERSITY FACILITIES CAPITAL COSTS

History: Res. 5500 adopted 5/11/90; amended by Res. 5989, 12/91; reaffirmed by Res. 6257, 11/92 and Res. 6304, 12/92.

1. The Board of Regents reaffirms its position that students should not be requested nor allowed to commit money via segregated fees for use in academic capital budget expenditures. This philosophy extends beyond strictly instructional space to include other capital expenditures that are necessary in support of the primary mission of the University System. It is expected that secondary, non-curricular student use of facilities will occur, in an effort to maximize the use of facilities and meet the needs of students.

2. Capital costs related to the various auxiliary enterprises and/or revenue-generating activities should generally be funded by user fees. It is likely that some projects will involve use of segregated fees, such as student unions, recreation facilities, etc., in addition to or instead of user fees.

3. Extramural funds such as gifts and grants can be used to replace or supplement any other source(s) of funds that would typically be prescribed for capital expenditures. The Board of Regents reaffirms its position related to the use of outside funds for capital projects:

   (a) Such projects should not be initiated without an opportunity being provided for the Regents to determine the appropriateness of the proposed funds and/or project(s) to System needs.

   (b) The need of a project that also requires a GPR contribution, or a project that would otherwise utilize GPR as a prescribed funding source, should be evidenced by its inclusion in long-range campus plans that reflect overall needs.

4. The funding for capital costs need not necessarily be the same as the funding of operating costs for the facility/program. Appropriate funding sources for facility/program operation are documented elsewhere.

5. The following list, based on the above funding source parameters, represents the criteria that will be used by the Board of Regents to evaluate the appropriateness of funding proposed for the capital costs of facilities within the University of Wisconsin System:

FUNDING SOURCES FOR UNIVERSITY FACILITIES

TYPE OF PROGRAM/FACILITY	APPROPRIATE CONSTRUCTION FUNDING SOURCES		
	Prescribed	Allowable	Not Allowed
Academic			
Instructional Classrooms Labs	GPR	Gifts/Grants	Seg. Fees
Library	GPR	Gifts/Grants	Seg. Fees
Research	GPR	Gifts/Grants	Seg. Fees
Support			
Executive Admin. Space	GPR	Gifts/Grants	Seg. Fees
Faculty Offices	"	"	"
Central Maintenance/Storage	"	"	"
Support			
Hazardous Waste Storage	"	"	"
Campus roads, walkways	"	"	"
Pedestrian malls & bikeways	"	"	"
Policy & Security	"	"	"
Student Health Services	"	"	"
Student Services (Admissions Financial Aid, Textbook rental Counseling/Advising)	"	"	"
Multi-Purpose Space			
Athletics (except UW-Madison)	GPR	Gifts/User Fees	
Stadium/arena	User Fees	Seg. Fees/Gifts	
All Athletics (UW-Madison)	GPR/PR	Gifts/Grants	
Auditorium			
Academic Purpose	GPR	Gifts/Grants	Seg. Fees
Community Benefit	Gifts/Grants	User Fees	
Child Care			

FUNDING SOURCES FOR UNIVERSITY FACILITIES

TYPE OF PROGRAM/FACILITY	APPROPRIATE CONSTRUCTION FUNDING SOURCES		
	Prescribed	**Allowable**	**Not Allowed**
For students/staff	GPR	Gifts/Grants	
For community	User Fees	"	
Exterior Development	GPR	Gifts/PR	
Physical Education	GPR	"	Seg. Fees
Recreation (unless accommodated in instructional space)	User Fees	" GPR/Seg. Fees	
Student Unions	User/Seg. Fees	Gifts/Grants	
Auxiliary Operations & Support		Gifts/Grants	
Food Service	User Fees		GPR
Parking Lots & Structures	User Fees	Seg. Fees	GPR
Retail Sales	User Fees		GPR
Student Housing	User Fees		GPR
Alumni	GPR	Gifts/Grants	Seg. Fees
Foundation	Gifts/Grants		GPR/Seg. Fees
UW-Centers			
All Facilities	Municipal	Gifts/Grants	GPR/PR
Additional Energy Conservation	GPR	"/Municipal	PR
Equipment	GPR	"/Municipal	
UW-Extension			
Instruction/support	GPR	Gifts/Grants	Seg. Fees
Food service/housing	User Fees	"	Seg. Fees/GPR
Central Campus Utilities	GPR/PR		New Seg. Fees
Clinical Science Center	This section was changed by 1995 Wisconsin Act 27, which restructured the University of Wisconsin Hospital and Clinics and created the Hospital Authority and Hospital Board.		
Land Acquisition (except Parking)	GPR	Gifts/Grants	Seg. Fees
Parking*	GPR	Gifts/Grants/PR	Seg. Fees

* This change to reflect Program Revenues as an allowable funding source for parcels needed for subsequent development of parking facilities is made on the assumption that, should a site acquired by Program Revenues subsequently be needed for a GPR purpose, the Building Commission will make GPR funds available to reimburse the entire acquisition cost plus a depreciated value of any Program Revenue-funded improvements.

90-10 LONG RANGE PLAN FOR ADDRESSING PHYSICAL PLANT NEEDS

History: Res. 5676 adopted 12/7/90.

That, the University of Wisconsin Board of Regents adopt, in principle, the long-range plan for addressing the Physical Plant needs of the University of Wisconsin System which has been prepared by University of Wisconsin System Administration, and give its commitment to a sustained level of funding to allow better long-range planning and the ability to engage in pro-active management through better priority setting to address the University of Wisconsin System Infrastructure needs, address the backlog of deferred maintenance projects, solve the problems and prevent them from recurring. *(The long-range is available from the office of the Vice President for Physical Planning and Development.)*

91-1 WISTAR

History: Res. 5712 adopted 2/8/91.

Whereas: Wisconsin enters the last decade of the 20th century having assumed a stronger, more diverse economic character and, in many respects, is considered to be the new economic powerhouse of the Great Lakes region; and whereas this position rests on traditional Wisconsin strengths in business and industry as well as new efforts to capitalize on the state's investment in high-technology; and whereas, a key element of the effort to reinforce Wisconsin's economic resurgence and maintain its high quality of life has been the state's outstanding support of higher education; and whereas, as the University of Wisconsin System continues to be a significant influence over Wisconsin's economic and social well-being, and with its $285 million-a-year research enterprise, UW-Madison is an important and most diverse high-technology endeavor; and whereas, the majority of the money attracted to University of Wisconsin System programs of research is federal or private and contributes substantially to the vigor of the state's economy; and whereas, taking well-accepted economic impact multipliers into account, University of Wisconsin System programs of research infuse more than a billion dollars a year into the state's economy whereby, in its programs of scientific and engineering research alone, it employs more than 7,000 individuals, making it unequivocally the state's largest high-technology employer; and whereas, by the year 2000, it is anticipated that new research dollars brought into the state would equal the state's investment in the new and renovated research and technological facilities; and whereas, the public research universities of the nation, including those in the University of Wisconsin System, are facing a crisis in quality and quantity of research space; and whereas, the Board of Regents wishes to express its desire to maintain the ability of the System to attract federal and private research funds which enable the state to engage in high technology endeavors which expand the economy, promote public/private partnerships, and influence the ability to compete in an increasingly complex world; and whereas, in light of these many concerns, and in view of the great potential inherent in a healthy scientific research enterprise;

Therefore be it resolved by the Board of Regents of the University of Wisconsin System to adopt a university-state partnership program, i.e., WISTAR which would incorporate the UW-Madison new Facilities for Advance of State Technology (FAST) program, under which the state would use $150 million of its General Fund supported bonding authority to help finance a special $225 million research facility initiative, with the remaining $75 million to come from gifts, grants and sources other than state general purpose revenues. This program is to be expanded to include projects and facilities at other universities in the System for research and applied technology programs, as they are identified; and

Be it further resolved by the Board of Regents of the University of Wisconsin System to request that the necessary statutory language to implement the program be forwarded for consideration by the State Building Commission and Wisconsin Legislature.

91-2 PROCEDURES FOR SECURITY LIGHTING AND EMERGENCY TELEPHONES

History: Res. 5744 adopted 4/11/91.

In an effort to promote physical security on the campuses, the Board directs the Vice President for Physical Planning and Development to implement the following recommendations:

1. Define the minimal composition of a campus security inspection team (i.e., chancellor, campus security officer, campus risk management personnel, physical plant staff, students, community representatives) with assurances of female participation.
2. Request that each campus security inspection team conduct an annual night-walk inspection on all campus grounds to assess the adequacy of emergency telephones and exterior lighting, including building, area, walkway, mall and parking lot lighting. The team's findings should be reported to the chancellor, campus facilities planning office and the Vice President for Physical Planning and Development by a date certain each year.
3. Request campus facilities planning offices to develop a plan of action which will correct exterior lighting, emergency telephone, and other deficiencies identified by the campus security inspection team.
4. Expedite implementation of lighting projects identified in each biennial capital budget;
5. Schedule the appearance of the administrator of UW System Administration's Office of Equal Opportunity Programs and Policy Studies at an annual meeting of the Board's Physical Planning and Development Committee to identify and discuss the specific safety issues reported annually by the campuses.

92-1 AUXILIARIES INFRASTRUCTURE

History: Res. 6059 adopted 3/6/92.

The Board endorses the recommendations in the Auxiliaries Infrastructure Task Force Report. The full document may be obtained from the UW System Office of Physical Planning and Development.

92-10 OVERSIGHT OF FACILITIES CONSTRUCTED FOR UNIVERSITY PURPOSES

History: Res. 6304 adopted 12/11/92.

To insure that facilities constructed by the private sector with an expectation of university ownership do not create extraordinary liabilities for the UW System or the State, the following parameters reflect the consensus of the Board of Regents:

1. The Board of Regents reaffirms the positions stated in Resolution 5501:
   a. Such projects should not be initiated without an opportunity being provided for the regents to determine the appropriateness of the proposed funds and/or project(s) to System needs.
   b. The need for a project that also requires a GPR contribution, or a project that would otherwise utilize GPR as a prescribed funding source, should be evidenced by its inclusion in long-range campus plans that reflect overall needs.
2. Consistent with s. 36.29(7), *Wis. Stats.*, all construction on behalf of the university system shall be subject to prior approval of the Building Commission.
3. Construction of such facilities shall not begin without an opportunity being afforded to the University System and the Department of Administration to review and comment on plans and specifications. Review shall take into consideration initial, ongoing and long-term costs.
4. To assure that the facilities are constructed according to the plans and specifications and that relevant comments made by System Administration and/or the Department of Administration during the review process are incorporated, the Department of Administration shall be encouraged to provide supervision of construction as allowed by s. 16.85(12), *Wis. Stats.*

93-1 AUTHORIZATION TO SIGN DOCUMENTS (See Administrative Officials)

94-3 ACQUISITION OF PROPERTY WITHIN APPROVED CAMPUS DEVELOPMENT PLAN BOUNDARIES

History: Res. 6633 adopted 3/94

That, upon the recommendation of the President of the University of Wisconsin System, the Board of Regents delegates to the Vice President for Physical Planning and Development authority to complete land transactions within the main campus boundaries established by the Board of Regents. These transactions would be completed within the following parameters:

1. Authority to purchase in fee simple, with the negotiated purchase price at or below the average of two recent appraisals.
2. Authority to exchange parcels with another party or parties, with any difference in value being paid or received.
3. Authority to accept gifts of land.
4. Authority to sell land previously declared surplus, by Regent action.
5. Funding sources for the purchase of land will be in accord with Regent Policy 90-3: Funding of University Facilities Capital Costs.
6. All land transactions resulting in University ownership will be subject to a favorable environmental audit.
7. Land transactions completed by the Vice President under this authority will be reported to the Physical Planning and Development Committee.
8. In undertaking these transactions, the Vice President will:
    a. coordinate transactions with municipalities to facilitate joint planning;
    b. fulfill long-standing commitments with private land owners.
9. Delegation of approval authority notwithstanding, the Vice President will seek prior Regent approval for any land transactions involving extraordinary circumstances.

96-1 NAMING OR DEDICATING OF UNIVERSITY FACILITIES

History: Res. 7166 adopted 3/8/96, rescinds 90-1, Res. 5415 adopted 2/90 which rescinded 74-1, 80-1 and Res. 5205, 4/7/89.

That, upon the recommendation of the President of the University of Wisconsin System, Resolution 5415 (February 2, 1990), creating UW System policy for naming or dedicating university facilities, be rescinded and the following new policy be adopted:

It is the preference of the Board to commemorate the contributions of individuals to academic excellence through the naming or dedication of scholarships, programs, professorships, and other similar actions. However, the Board recognizes that from time to time there may be a desire to name or dedicate some facilities or portions of university's buildings or grounds after a person. On those occasions, every such request that involves an entire building must be presented to the Board for formal approval. These requests are to be brought to the Physical Planning and Development Committee and the full Board of Regents for discussion in closed session at least one month prior to requesting formal Regent action.

If the request involves a living individual who has been formally associated with the University of Wisconsin System, or has held a paid public office, a waiting period is required unless a situation is presented where a gift stipulates the naming. Normally, at least five years must have elapsed from the time a person who has been formally associated with the University of Wisconsin System, or has held a paid public office, has terminated that association, or left the paid public office.

The Chancellor of each institution is authorized to name facilities when the naming involves less than an entire building, such as rooms, wings, or exterior amenities. This authorization is subject to the same limitations regarding waiting periods as those pertaining to entire buildings.

FACULTY

73-10 SYSTEM SICK LEAVE POLICY FOR FACULTY AND ACADEMIC STAFF (See Leave of Absence)

74-13 STUDENT EVALUATION OF INSTRUCTION

History: Res. 868 adopted 10/4/74.

Preamble: The Regents, administrations and faculties of the University of Wisconsin System have in common the purpose of providing the most effective instruction possible for all students. They also share the interest which students have in improvement of teaching quality, and assert that teaching ability should be one of the chief criteria considered in tenure decisions and in the retention, promotion, and compensation of faculty.

Student evaluation of teaching is an important source of information on classroom performance. For this reason, the Regents seek to establish University of Wisconsin System policy on the use of student evaluation of teaching for (a) improvement of instruction; (b) retention, promotion, and tenure decisions; and (c) merit salary increase deliberations. The statement herein is limited to formal student evaluation of instruction only and does not cover evaluation of non-instructional personnel or activities, or evaluation of instruction by faculty peers or administrators. As background for such a System policy, the Regents offer the following commentary:

General Observations: Student evaluation for such purposes as those stated above is now conducted in a variety of ways throughout the University System. The Regents recognize that the faculties of the several Institutions have the primary responsibility for setting policy concerning the method or methods by which student evaluation of instruction may be undertaken. Currently in the System some campuses have in operation a uniform Institutionwide method of student evaluation, others permit departmental/divisional autonomy, and others use systems devised and/or administered by student groups. Institutional faculty governance bodies are encouraged to work toward an evaluative methodology, including delineation of faculty/student involvement in development of evaluation instrument(s) and procedures for its (their) use, particularly suited to the needs and nature of their Institutions.

While research on the use of student evaluation has been extensive, no single instrument or methodology can be identified which is clearly more valid or useful than another. Emphasis may to good effect be placed on description of what happens in the classroom; research is still clearly needed to improve evaluation methodologies. Consequently, whatever practice is followed will need to be improved by an on-going process of testing and perfecting, and a wise understanding of the strengths and limitations of the student evaluation methodology in use. The Regents accordingly believe that variety of practice, affirmed by the considered judgment of the faculties of the several Institutions, constitutes the best basis for carrying out a Regent policy on student evaluation.

Use of Student Evaluation for Improvement of Instruction: One of the widest uses of student evaluation is as a source of information for the improvement of instruction. The Regents recognize that a variety of instruments or methods of student evaluation may serve the purpose of improving instruction, yet at the same time have little value for purposes of comparative evaluation of teaching performance. For example, short questionnaires checking student reaction to particular teaching materials, units, forms of presentation, or exams; open-ended suggestions solicited from class members for course improvements; or class discussion as part of the on-going process of course planning and conduct may be useful for instructional improvement but not of value for peer group advice or administrative uses. Frequently, student evaluation for self-improvement is best used when the faculty member has freedom of choice as to instrument, methods or frequency. In this context, information which a faculty member solicits from students may be of greatest value for teaching improvement when there is no requirement that it be submitted to support promotion, tenure, or merit increase decisions.

Use of Student Evaluations for Retention, Promotion, and Tenure Decisions: Peer group evaluation of a faculty member for retention, promotion, or tenure is necessarily based on multiple criteria which include effectiveness in teaching as well as high quality in scholarly activity and public service. Final consensus prior to a recommendation requires a judicious weighing of such criteria, both singly and in relation to one another, relative to the current mission and developmental needs of a department and Institution. In assessing teaching effectiveness, the Regents believe that student evaluations are an important and useful source of evidence which should be explicitly considered in reaching judgments. The Regents assert, however, that student evaluation must not be a substitute for direct peer judgment of teaching effectiveness through a variety of means such as observation of teaching, assessment of syllabi, examinations, and other course materials, and evaluation of contributions to development and strengthening of departmental curriculum. Moreover, effective peer judgment of teaching effectiveness necessarily includes both examination of the faculty member's current level of performance, and also his or her potential for growth.

Use of Student Evaluations in Merit Salary Increase Decisions: With regard to merit salary increase, the Regents are aware that sharp differences of opinion exist within the System, and within higher education nationally, concerning the value of repeated and regular use of a single evaluative instrument as one of the bases for annual decisions. While some campuses regularly use student evaluations for the purpose of improving teaching, other campuses believe that requiring annual or semester use for all classes of all teachers (since all teachers might properly be considered for merit increases) may generate costs well beyond any benefits received. The system may be time consuming and costly to manage. It may generate a volume of data much of which is redundant in the sense that steady and repetitious use may not generate new information. Such concerns should be reflected in a policy statement on student evaluation.

Policy Statement: In light of these considerations and in an effort to insure considered use of student evaluation for certain administrative purposes and to encourage its increased use for other purposes, the Regents have prepared the following statement of System policy:

In an effort to insure considered use of student evaluation for certain administrative purposes and to encourage its increased use for other purposes, the Regents adopt the following statement of policy.

1. Student evaluation for the improvement of instruction: Each institution of the System should develop policy supporting the widest possible use of student evaluation for the improvement of instruction, together with supporting services which will best encourage and assist faculty members to use student evaluation for this purpose.

2. Student evaluation of instruction as information used in actions on promotion, retention or the awarding of tenure: Each institution of the University System shall adopt such policies for instructional faculty as will insure (a) that student evaluation of the instruction of each faculty member being considered for promotion or tenure shall be undertaken; (b) that the faculty body which initiates recommendations for promotion or tenure shall consider, in addition to independent peer judgment of teaching effectiveness, student evaluation data, taking into account existing limitations in validity and reliability of the evaluation methodology employed; and (c) that the faculty body initiating the recommendation shall include both its explicit evaluation of the teaching effectiveness of the person for whom the recommendation is made, and shall include a summary of information provided by student evaluation as part of the supporting evidence for its recommendation.

   Each institution shall develop systematic and firm procedure(s) for the manner and form of presenting student evaluation material for administrative purposes. Faculty members being evaluated should be informed of and have the right to respond to any summaries of student evaluations to be submitted for administrative use.

3. Student evaluation of instruction as information used in actions on merit salary increase: All faculty members being considered for merit salary increases shall be evaluated by their peers as to their instructional ability, using information from student evaluation of their instruction, as well as other information relevant to assessment, at least once every three years. The intent of this policy is to delegate to the institutions and their faculties decision as to the minimal frequency with which full assessment of teaching performance should be undertaken and formal analysis of student evaluation data carried out. It does not, however, imply that more frequent student evaluation might not be wise or desirable in order to provide the most substantial basis for the formal assessment of teaching performance.

   N.B. The Policy Statement on Student Evaluation of Instruction shall be applied to all teaching faculty, understanding that in UW-Extension major portions of faculty assignments may be to continuing education and public service. Accordingly, this institution should develop analogous procedures for gathering information on the response of client groups to the performance of such faculty.

Reporting: The Regents ask that by March 1, 1975, each Institution report to the Office of Academic Affairs its policies then in effect concerning student evaluation of instruction, together with copies of any instruments in widespread use by the faculty, and a description of any institutional services provided the faculty member or department in carrying out evaluation procedures. It is assumed that by this date (March 1, 1975), all campuses will be carrying out the student evaluation actions needed to implement the requirements of section 2, foregoing. It is further assumed that the process of developing, testing, and phasing in an Institutional policy and practice concerning student evaluation will be completed not later than July 1, 1976. The Office of Academic Affairs shall summarize such information in a report to the Regents, and, as requested by the Council of Chancellors, shall assist in disseminating information on practice within the System to the several Institutions.

77-2 TUITION REIMBURSEMENT TO UNCLASSIFIED STAFF MEMBERS (See Academic Staff)

83-1 FACULTY SABBATICAL LEAVE PROGRAM

History: Res. 2773 adopted 3/11/83; replaces 76-2, 77-1.

The Board approves amendments to Academic Planning Statement (ACPS) 3.3, guidelines governing the faculty sabbatical program. *The full document may be obtained from the UW System Office of Academic Affairs.*

89-8 LEAVE OF ABSENCE POLICY AND POLICY FOR UNCLASSIFIED EMPLOYEES SEEKING OR ACCEPTING POLITICAL OFFICE OR APPOINTMENTS (See Leave of Absence)

91-5 OUTSIDE ACTIVITY REPORTING

History: Res. 5785 adopted 5/10/91; replaces 73-6(a).

Whereas, the Board of Regents recognizes the importance of accountability to the people of Wisconsin and believes that it is in the interest of both the public and the UW System to assure public confidence in the integrity of UW System faculty and staff, and

Whereas, UW System policies regarding public reporting of outside interests and activities required by UWS 8 of the Wisconsin Administrative Code are among the most extensive among universities in the nation, and

Whereas, the Regents wish to continue to support and encourage UW faculty and staff to share their expertise and talents with agriculture, business, industry, and the state's communities,

Therefore, the Board of Regents approves the "UW System Guidelines and Form for Reporting Outside Activities as required by UWS 8.025, Wisconsin Administrative Code," and directs the UW System President to implement these revised procedures at all UW institutions effective for the reporting period ending April 30, 1992.

(The Guidelines and Reporting form may be obtained from the Office of the Secretary of the Board of Regents.)

91-8 CONSENSUAL RELATIONSHIP POLICY (See Sexual Harassment)

92-5 GUIDELINES FOR TENURED FACULTY REVIEW AND DEVELOPMENT

History: Res. 6118 adopted 5/8/92.

Guidelines for Tenured Faculty Review and Development: Each UW institution will be asked to develop through the normal governance process a plan for tenured faculty review and development, to be presented to UW System Administration for acceptance. The purpose of the plan is to ensure continuing growth and development in faculty professional skills, encouraging UW faculty to explore new ways to promote academic excellence, and to identify areas for improvement and provide solutions for problem areas. Each plan should include the following components:

1. *Provision for a review, at least once every five years, of each tenured faculty member's activities and performance, in accordance with the mission of the department, college, and institution.* Exceptions in the schedule may be made for faculty undergoing evaluation for promotion during this cycle.
2. *Effective criteria against which to measure progress and accomplishments of faculty during this review and a description of the methods for conducting the evaluation.* These criteria should reflect the mission of the various units (e.g., department, college, institution) and be sufficiently flexible to allow shifts in professional emphasis. The review and methods should include both peer and student evaluations and give appropriate emphasis to activities in support of undergraduate education. The review and methods should fully respect academic freedom.
3. *Delineation of responsibilities for conducting reviews.* The plans should identify the respective roles of the department, Dean, Vice Chancellor, and any other appropriate review group(s).
4. *Means by which the merit process and faculty review and development process will be linked and used to facilitate, enhance, and reward outstanding performance.* With the advent of this review procedure, institutions may wish to modify their current merit review process. Consideration should be given to the most efficient and appropriate use of faculty time on the evaluation process.
5. *Procedures defining means for remedying problems in cases where deficiencies are revealed.* Procedures defining means for remediation should be included in the plan for any faculty member whose review reveals significant deficiencies in performance. Resources should not be removed from existing faculty development programs for programs to remedy deficiencies.
6. *Provision for a written record of each faculty review; designation of the location for the personnel file.*
7. *Description of the accountability measures the institution will use to ensure full implementation of the institutional plan.*
8. *Nothing in these guidelines is intended to alter the existing rules dealing with tenure termination.*

   The plan for tenured faculty review should not involve the creation of unnecessary additional bureaucracy; it is intended to ensure that either new or existing post-tenure review procedures meet the minimum expectations described in the guidelines. If existing procedures already meet these guidelines and are auditable, they may be submitted as the institutional plan.

Timetable: Because it is important for institutions to shape their own plans to be appropriate for that institution and because it is crucial that the faculty be primarily responsible for the plans, sufficient development time is crucial. Therefore, institutional plans for tenured faculty review and development will be developed during the 1992-93 year and will be submitted to the Office of Academic Affairs in Spring, 1993, for approval and will be implemented during the fall semester, 1993-94.

92-6 COMMISSION ON UW SYSTEM COMPENSATION RECOMMENDATIONS (See Compensation)

94-2 FACULTY EDUCATION WORKLOAD POLICY

History: Res. 6629 adopted 3/94.

That, upon recommendation of the President of the University of Wisconsin System, the Board of Regents adopts the University of Wisconsin Faculty Education Workload Policy, as amended, and accepts the guidelines for implementation.

The full document can be obtained from the UW System Office of Academic Affairs.

FEES (See Tuition/Fees)

FINANCIAL INFORMATION

87-11 UNIFORM CHART OF ACCOUNTS FOR FINANCIAL INFORMATION

History: Res. 3859 adopted 7/10/87.

System Administration shall develop a uniform chart of accounts to be implemented by July 1, 1988 to which the UW System institutions will be required to crosswalk their financial information. It is expected that the 1988-89 Annual Operating Budget will be developed to facilitate the use of a uniform chart of accounts.

FISCAL EMERGENCY POLICY AND PROCEDURES

74-16 LONG-RANGE PLANNING TO AVOID FISCAL EMERGENCY

History: Res. 915 adopted 12/6/74.

UW System Administration and institutions are directed to continue and accelerate long-range planning which takes into account the demographic trends of the 1980's and 1990's in such a way as to assure that their personnel commitments and decisions in the intervening years protect against those conditions which lead to fiscal emergency declarations. *See UWS 5 Adm. Code: Layoff and Termination for Reasons of Financial Emergency (faculty) and UWS 12 Adm. Code: Lay Off of Academic Staff for Reasons of Budget or Program.*

FUNDRAISING

85-4 FUNDRAISING PRINCIPLES AND GUIDELINES

History: Res. 3419 adopted 11/8/85.

The University of Wisconsin System Fundraising Principles and Guidelines are adopted as systemwide policy, and each institution shall develop specific procedures consistent with the principles and guidelines for submission to System Administration for review and approval and to the Board of Regents for information.

I. **Principle**: Organizations whose primary activity is to solicit funds publicly on behalf of the University of Wisconsin System or its institutions shall obtain the approval of the chief administrative officer of the institution involved or his/her designee before using the University's name or facilities.

Institutional guidelines shall:

- Specify the form and process of approval.
- Require, when applicable, that such organizations give assurances of their federal and state tax exempt status and their compliance with state regulations (e.g., Chapter 440 of *Wis. Stats.*).
- Require that such organizations provide information as to the purpose of the contemplated fundraising effort and intended distribution of proceeds.

II. **Principle**: Organizations whose primary activity is not fundraising but which occasionally provide funds to the University of Wisconsin System or its institutions are not covered by these guidelines unless their fundraising efforts involve the use of the University's name and facilities. However, the University of Wisconsin System and its institutions neither endorse nor disapprove efforts by private sector groups to engage in such fundraising activities when those activities are associated with the sale of goods or services.

If fundraising efforts involve the use of the university's name and facilities, institutional guidelines shall:

- Specify the form and process of approval.
- Require, when applicable, that such organizations give assurances of their federal and state tax exempt status and their compliance with state regulations (e.g., Chapter 440 of *Wis. Stats.*).
- Require that such organizations provide information as to the purpose of the contemplated fundraising effort and intended distribution of proceeds.

III. **Principle**: The University of Wisconsin System and its institutions shall provide a regular and complete accounting to the Board of Regents of the receipt and disposition of funds or gifts-in-kind contributed to the University. The frequency of such reports to the Board of Regents shall be determined by the Vice President for Business and Finance in consultation with the University of Wisconsin System institutions.

Institutional guidelines shall:

- Assure appropriate reporting procedures and public disclosure of fundraising proceeds or gifts-in-kind received by the University.
- Develop specific procedures for transmittal of fund raising proceeds from the organization to the University.

IV. **Principle**: The relationship of the University of Wisconsin System institutions to fundraising efforts for intercollegiate athletics shall be in strict compliance with applicable rules and regulations of any intercollegiate athletic association or conference of which the institution is a member.

In recognition of the diversity of University of Wisconsin System institutions, specific fundraising efforts, and associated athletic programs, each institution shall develop specific procedures consistent with the principles and guidelines stated above. Institutional guidelines and procedures shall be submitted to System Administration for review and approval no later than February 1, 1986 and to the Board of Regents for information no later than May 1, 1986.

FUTURE STUDY (See Planning)

GIFTS AND BEQUESTS (See also Trust and Investment Policies)

72-14 GUIDELINES FOR DISTRIBUTION OF BEQUESTS AND PROCEEDS OF GIFTS AND TRUSTS

History: Res. 276 adopted 9/8/72.

The following guidelines are approved for determining the distribution of bequests, and for distribution of proceeds of gifts and trusts, when the instruments under which they are made do not contain definite directions for distribution or when such directions cannot be obtained from the testators or grantors:

1. When the bequest is to the "Regents of the University of Wisconsin" or merely to the "University of Wisconsin", the bequest should be used for those components of the University which were a part of the University at the time the will or trust was executed.
2. When the bequest is to the "Regents of the University of Wisconsin, Madison" or the Regents of the University of Wisconsin "at", "in", or "of" Madison, disposition as in 1, above should be made, the assumption being that reference to Madison is to locate the Regents rather that a designation of a particular campus.
3. If the bequest is to the "University of Wisconsin, Madison, Wisconsin", it shall be presumed that the bequest was intended for the Madison campus subject to rebuttal of said presumption under the provisions of paragraphs 5 and 6 hereof.
4. If the bequest is to the "University of Wisconsin-Madison" or to "the University of Wisconsin" "at", "in", or "of" Madison, then the proceeds of the bequest should be used for the Madison campus since it can be assumed that a designation of location has been made.
5. In the administration of paragraphs 1 through 4, the campus attended by the testator or grantor, or a close relative, should be considered as influencing a choice in favor of the campus which he or she attended.
6. The administration of these guidelines should be subject to suggestions from the executor or trustee, or other extrinsic evidence.

73-15 DISPOSAL OF WORKS OF ART (See Art)

82-1 ACCEPTANCE OF GIFTS, GRANTS AND BEQUESTS (Nondiscrimination)

History: Res. 2538 adopted 2/5/82; replaces 77-3.

As matters of law, policy, and practice, the Board of Regents of the University of Wisconsin System, and the institutions of the System, are committed to providing access to higher educational opportunity to persons of every race and ethnic heritage, sex, age, religion, and creed. To this end, the Regents have acted and continue to act to support policies and measures designed to assure that no persons shall be denied access to higher educational opportunity on the basis of race or ethnic heritage, sex, age, religion, or creed. For this reason, the Regents encourage gifts, grants, bequests and devises which further and expand educational opportunities in the State of Wisconsin.

Therefore, the Board of Regents of the University of Wisconsin System will accept gifts, grants, bequests and devises and will administer them in lawful ways. If any proposed gifts, grants, bequests and devises are subject to a restriction which renders administration of them wholly, or in part, unlawful, impracticable, impossible, or inappropriate, then the Board will withhold acceptance, while it attempts to have those terms modified by consent or by the courts.

As a matter of policy, the Board directs the System and institutions not to accept future gifts, grants, bequests or devises which include restrictions requiring differentiation on the basis of religion or creed, unless those restrictions are removed by consent of the donors, if living, or by appropriate legal processes, initiated by the legal representatives of deceased donors.

The Business and Finance Committee of the Board should periodically examine terms of existing gifts, grants, bequests or devises which were accepted in years past and recommend to the Board whether modification of any terms should be sought.

HEALTH

78-9 BASIC HEALTH MODULE

History: Res. 1797 adopted 12/8/78; with 1984 amendments. (See also FPPP 37.)

The document entitled Basic Health Module, UW System, is approved and the recommendations included below shall be adopted by all four-year campuses as guidelines for providing student health services. The following elements should be included in the basic module of health care for each campus. *The full document may be obtained from the Office of the Secretary of the Board of Regents.* In addition to elements for the Basic Module, the full document contains sections entitled: "Background", "Goals and Objectives of Student Health Care", and "Existing Programs and Facilities."

IV. Recommended Elements for Basic Module

The University of Wisconsin System recognizes that the present and future health of its students is among the most precious of its public resources. To this end the Regents have expressed an interest in the development of a minimum module of student health care. Concern has been expressed that this minimum module might not provide for an adequate level of health care and that it might well be an inappropriate System-imposed module. The goal, however, is a basic module of a desirable minimum level of health care which will lend itself to application on a Systemwide basis.

Essential to the approval of the basic module is the continuation of the principle that institutional self-determination with respect to any level of health care will continue. The level of health care above the basic module will be the responsibility of the Chancellor. Recommendations for increases above the level established by the Chancellor will be made by the appropriate student committees for consideration of the Chancellor and the Regents.

In general, it is the desire of the Regents that the program of student health care meet the minimum standard for certification of the American College Health Association. The following recommendations indicate the elements which should be included in the basic module of health care for each campus and the source of funding. The recommendations represent essentially a continuation of present practice with identification and clarification of the source of support.

A. Basic module supported by segregated and user fees, insurance, and other support:

1. Responsive medicine. A twenty-four hour program, or access to such a program, should be established so that health problems, illness, and injury may be assessed and treated or access provided for diagnosis and treatment. The program should include detection of and initiation and/or continuation of treatment for long term or chronic illnesses, as well as any required programs of rehabilitation. Emergency service, or access to emergency service, and access to hospitalization should be a part of the student health treatment potential of each campus.

2. Preventive medicine. Immunization, venereal disease screening, sex education, contraceptive counseling, athletic examinations, educational programs on alcoholism and drug abuse should all be present as part of campus health care center programs. This method of accomplishing a significant preventive medicine program is open to campus ingenuity.

3. Health screening, health education and total well being program. The health care program should be part of a total well-considered program of preventive medicine involving the individual and his or her own personal health care. It is entirely consistent with the goals of higher education for a university to

support a program of health education. A university has an excellent opportunity not only to supply information but also to promote attitudes and support behavior which may have life-long beneficial influence on an individual's health. While these educational activities occur through a variety of campus programs, it is often desirable for the health service to provide leadership and coordination in this effort. Institutions are urged to explore alternatives to physical examinations which might include some form of health survey which would aid in counseling with students to seek their help in improving their own well being. The inclusion of health education under the care provided by segregated fees, user charges, etc., does not preclude the use of GPR funding.

4. It is the policy of the University of Wisconsin System Board of Regents that there should be on-going evaluation of health service policies to guarantee quality treatment for both men and women. Gynecological services are an integral part of a quality health program for women.

B. Basic module supported by GPR funds:

1. Providing the physical facilities, maintenance, and utilities for the health center. These expenditures are similar to those properly provided by GPR for other academic and student support services.

2. Providing the educational aspect of the health care program including the educational costs incurred in credit and non-credit teaching. This function is no different in the health care area than in other GPR educational supported activities.

3. Surveillance and control of environmental health and safety as an important component of the institution's responsibility to both students and faculty. General environmental health concerns include food services and housing, waste disposal, rodent and insect control, swimming pools, epidemiological investigations, safety, and education for health and safety, among others. (In concept the environmental health and safety program should be supported by GPR funds. The subject requires further systemwide study and any GPR funding of environmental health and safety should be deferred to the annual review.)

C. General Recommendations:

1. Insurance covering costs of student medical care not provided as part of the health service center will be negotiated as a System contract, however, provision for individual institution differences will be accommodated via an option approach when practical. The office of student services and the health center should be responsible for communicating the availability of this program. A system committee will act in an advisory capacity in establishing the provisions of the insurance coverage.

2. Only emergency dental care may be part of either the basic or extended health program and provisions should be made for appropriate referral to a dentist. (Dental care of a truly emergency nature may be rendered by a dentist under suitable contractual arrangements to be developed at the option of the individual campuses.)

3. There should be an attempt at a uniform approach on the provision of health services. The health directors of the System should work out the services which will be provided without additional charge and those for which a charge will be made.

4. The basic module of health care applies to the four-year institutions and does not apply to the Center System. (Appendix F can be obtained from the Office of Academic Affairs.)

5. Advisory evaluation of the health services at the several institutions to be accomplished by a system of peer review designed by the health directors.

6. Two years after the adoption of a basic health module the President of the System will report to the Regents on its operation.

These recommendations are made without respect to any National Health plan. At such time as a plan is adopted the recommendations made herein will have to be reviewed to determine their validity.

HONORS (See Degrees, Honors, and Awards)

HOSPITALS AND CLINICS

74-7 UNIVERSITY HOSPITALS AFFILIATION GUIDELINES AND FINANCIAL GUIDELINES FOR AFFILIATION

History: RPD 74-7 was revoked by 1995 Wisconsin Act 27, which restructured the University of Wisconsin Hospital and Clinics and created the Hospital Authority and Hospital Board; RPD 74-7 was initially adopted by Res. 746, 5/10/74 and Res. 833, 9/6/74.

HOUSING RULES AND REGULATIONS

72-4 COEDUCATIONAL HOUSING

History: Res. 142 adopted 4/7/72.

All previous rules and regulations concerning coeducational housing promulgated by the Board of Regents of the University of Wisconsin and the Board of Regents of State Universities are rescinded. Coeducational housing in the University of Wisconsin System, as implemented under the conditions of this policy, shall be construed to mean men and women occupying separate living areas by floor. Each university chancellor, as appropriate, may designate for coeducational housing a number of residence hall rooms sufficient to meet the desires of those who choose to live in coeducational housing. Adequate provision shall be made for those who do not wish to live in coeducational housing. It shall be the responsibility of each chancellor who elects to implement coeducational housing to provide such supervision and direction as is required in order to insure that a suitable environment for study and learning prevails; and that minor students (under 18 years of age) must have parental consent in writing to live in a coeducational housing unit. The public lounges and desks, service and recreation areas will be shared in designated coeducational housing areas.

Any exception to this policy must come to the Board of Regents for consideration as a recommendation of the chancellor and the President of the University System.

72-6 FRESHMAN-SOPHOMORE RESIDENCE HALLS REQUIREMENT - FORMER WSU UNITS ONLY

History: Res. 173 adopted 5/5/72; rescinds Res. 3673 of Board of Regents of Wisconsin State Universities.

1. Those freshman and sophomore students who are not veterans, married or living with parents or guardian, shall be required to live in a university-operated residence hall when such accommodations are available;
2. Any chancellor with a campus situation which he or she feels would warrant exception to the provisions of this resolution may submit a plan to the Board for its consideration;
3. Any chancellor may grant exceptions to this policy to individuals with special situations, such as significant personal hardship.

75-8 RESIDENCE HALLS VISITATION

History: Res. 1089 adopted 10/24/75; replaces 73-1; amended by 79-1.

Residence hall visitation policy is a matter for individual campus action within the guidelines below. Within this policy, each institution shall insure that the visitation option or options selected fall consistently within the educational mission of the institution and not interfere with the institution's educational program.

1. Visitation is defined as those time periods when residents may invite friends or relatives of the opposite sex to visit them in their residence hall rooms. The visitation policies developed under these guidelines shall permit only visitation; cohabitation and sexual behaviors illegal under Wisconsin statute are prohibited.
2. Campus visitation options are defined by this resolution as:
    (a) Closed: A policy in which no visitation is permitted.
    (b) Limited: A policy in which in no case shall room visitation exceed a maximum of 17 hours per day, with residence halls closed not later than 2:00 a.m. on any day.
    (c) Open: A policy in which a maximum of 24 hours of visitation is permitted.
3. Campuses may elect to have closed and limited visitation or closed, limited, and open visitation, but whatever options are chosen, the opportunity to reside in areas having closed and limited visitation shall be provided to both men and women on every campus.
4. When applying for a room in a residence hall, students shall choose among the visitation options offered by the campus.

5. All students under the age of 18 at the beginning of the academic year in which they enroll shall live in non-coeducational, non-visitational areas unless special parental or guardian permission to live in limited or open visitational areas accompanies their application for residence.

6. Students who live in University of Wisconsin System residence halls shall participate in the development of visitation policies for the halls in which they reside through local campus housing governments.

7. Campus visitation policies must be approved by the Chancellor.

85-5 AUXILIARY ENTERPRISE RESERVES (See Facilities)

INFORMATION SYSTEMS

88-14 GUIDE TO PLAN AND IMPLEMENT MANAGEMENT INFORMATION SYSTEMS

History: Res. 5070 adopted 10/7/88.

The Board of Regents adopts the report of the University of Wisconsin System Strategic Planning Group on Management Information Systems to be used as a guide for planning and implementing management information systems in the University of Wisconsin System;

Further, the Board of Regents directs the President and the University of Wisconsin System to implement the recommendations of the report including the recommendation for the establishment of a technical planning committee and other initiatives contained therein, within the limitations of the availability of resources;

The Board of Regents further directs that the Management Information Systems Strategic Planning Group report be used to guide planning of management information systems at all University of Wisconsin System institutions. *(The report may be obtained from the Office of the Secretary of the Board of Regents.)*

INFORMATION TECHNOLOGY

97-2 POLICY ON USE OF UNIVERSITY INFORMATION TECHNOLOGY RESOURCES

History: Res. 7461 adopted 6/6/97.

In accordance with its mission to disseminate and extend knowledge, to foster the free exchange of ideas, and to provide effective support for its teaching, research and public service functions, it is the policy of the University of Wisconsin System to afford broad access to information technology resources[1] for university[2] students, faculty and staff for use in fulfilling the university's missions, and for appropriate university-related activities.

Access by Individuals

Access to information technology resources carries with it the responsibility for ensuring that the use of these resources is primarily for university purposes and university-related activities, and for maintaining the integrity and security of the university's computing facilities. In the interest of making the use of information technology resources a natural part of the day-to-day work of all members of the university community, incidental personal use is tolerated. However, one should use non-university sources of e-mail, internet access and other information technology services for activities of an extensive or recurring nature that are not related to university purposes. For the security of the information technology system, individuals having access to information technology resources must take reasonable care to ensure that unauthorized persons are not able to use their access to the system.

Dissemination of Information and Official Documents

Information technology resources are a dynamic mechanism for the free exchange of knowledge, and it is desirable for the university to foster the robust dialogue that results from the use of the resource, and to encourage students, faculty and staff to participate in that dialogue. Those exchanges that reflect the ideas, comments and opinions of individual members of the university community must, however, be distinguished from those that represent the official positions, programs and activities of the university. Students, faculty and staff using information technology resources for purposes of exchanging, publishing or circulating official university documents[3] must follow institutional requirements concerning appropriate content and style.

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[1] Information technology resources include computers, software, e-mail accounts, internet access and similar computing tools.

[2] "University" is used in this document to refer to the University of Wisconsin System and its institutions.

[3] Official university documents are those which purport to speak for the university and its official programs and departments, such as policy documents, official forms, curriculum information, institutional statistics, and departmental home pages on the world wide web.

The university is not responsible for the content of documents, exchanges or messages, including links to other information locations on the internet or world wide web, that reflect only the personal ideas, comments and opinions of individual members of the university community, even where they are published or otherwise circulated to the public at large by means of university information technology resources.

Inter-institutional Cooperation

During times when they are away from the UW institution where they are enrolled, students may benefit from the ability to use the information technology resources of another UW campus. To the extent possible with available resources, each UW System institution should allow access to its information technology resources by students taking distance education and other courses from other UW System institutions.

Limitations on the Availability of Information Technology Resources

The university's information technology resources are, by nature, finite. All members of the university community must recognize that certain uses of university information technology resources may be limited for reasons related to the capacity or security of the university's information technology systems, or as required for fulfilling the university's primary teaching, research and public service missions.

Privacy and Confidentiality of Electronic Documents

No information technology resources can absolutely guarantee the privacy or confidentiality of electronic documents. UW institutions should, however, take reasonable precautions to protect electronic documents containing private and confidential information, and to assure persons using university information technology resources to transmit e-mail or electronic documents that the university will not seek access to their messages or documents except where necessary to:

1. Meet the requirements of the Wisconsin Public Records Law, or other statutes, laws or regulations;[1]
2. Protect the integrity of the university's information technology resources, and the rights and other property of the university;
3. Allow system administrators to perform routine maintenance and operations, and respond to emergency situations; or
4. Protect the rights of individuals working in collaborative situations where information and files are shared.

UW System institutions may choose to establish more detailed procedures for determining when access to electronic documents will be sought by the institution. As encryption products become more readily available, institutions may also wish to make them available to information technology users as appropriate to protect privacy interests.

Other Limitations on Use of Information Technology Resources

In addition to the general principles set forth in this policy, the use of information technology resources may be affected by a number of other legal and ethical principles. While it is not possible to list all potentially applicable laws and regulations, the following are particularly likely to have implications for the use of university information technology resources:

1. Ethical standards of conduct for the appropriate use of one's university position and university resources are established for faculty and academic staff in Chapter UWS 8, Wisconsin Administrative Code, and for classified staff in Chapter ER-MRS 24, Wisconsin Administrative Code.
2. Chapters UWS 14 and 17, Wisconsin Administrative Code, establish standards and disciplinary processes relating to academic and nonacademic misconduct by students, including prohibitions on disruption of university activities, damage to university facilities, harassment and similar matters.
3. Chapter UWS 18, Wisconsin Administrative Code, governs conduct on university lands, and applies to all members of the university community. Chapter UWS 21, Wisconsin Administrative Code, regulates the use of university facilities.
4. Section 943.70, Wisconsin Statutes, defines and prohibits certain computer crimes.
5. Chapter 11, Wisconsin Statutes, restricts the use of state facilities for political activities by state employees.
6. The federal copyright law applies to materials published or circulated through the use of computing resources.
7. The federal Family Educational Rights and Privacy Act restricts access to personally identifiable information from students' education records.

Students, faculty and staff are responsible for understanding and observing these and all other applicable policies, regulations and laws in connection with their use of the university's information technology resources.

UW System Institution Responsibilities

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[1] The electronic records of university employees are subject to disclosure in accordance with the Wisconsin Public Records Law. Student records, including electronic documents, are protected against disclosure by the Family and Educational Rights and Privacy Act, which restricts access to personally identifiable information from students' education records.

In order to assist members of the university community in fulfilling their responsibilities with respect to use of information technology resources, each UW institution shall disseminate this policy, together with guidance as to any specific campus policies affecting the use of information technology resources.

Failure to Comply with Information Technology Resource Policies

Failure to adhere to the provisions of this policy may result in the suspension or loss of access to university information technology resources, appropriate disciplinary action as provided under existing procedures applicable to students, faculty and staff, or civil or criminal prosecution.

To preserve and protect the integrity of information technology resources, there may be circumstances where the university must immediately suspend or deny access to the resources. Should a student's access be suspended under these circumstances, the university shall inform the student immediately and shall afford the student an opportunity to respond. The university shall then determine whether disciplinary action under Chapter UWS 17, Wisconsin Administrative Code, or some alternative course of action, is warranted and shall follow the procedures established for such cases.

INSURANCE

86-1 UNIVERSITY INSURANCE ASSOCIATION

History: Res. 3458 adopted 2/7/86; replaces 78-8.

Any person now or hereafter holding an appointment by the Board of Regents of the University of Wisconsin System, and a member of the faculty, academic or limited staff, unless excluded by the provisions below, shall be a member of the University Insurance Association.

A. Membership in the University Insurance Association and participation in its plan of group life insurance shall be a condition of employment for all those persons specified in the membership paragraph who are on the October payroll (payable in November) and whose current rate of compensation is at least the minimum established by the Board of Directors of the Association, in cooperation with the UW System Administration, on an academic year basis or on an annual basis with the following exceptions:

  1. Persons employed in the former Wisconsin State Universities System who make written Election of Non-participation not later than March 16, 1979. Filing of an Election of Non-participation is irrevocable, meaning that membership in the Association and participation in its plan of group life insurance is waived forever;

  2. Persons whose part-time status is included as a part of their appointment titles;

  3. All categories of graduate student members of the academic staff as identified by the appropriate UW System office responsible for staff benefits;

  4. All categories of interns, externs, residents, and any other groups or titles that by intent relate to similar positions or functions; and

  5. Faculty members who refused membership on one of the two occasions in 1959 and 1966 when the classes eligible for membership were enlarged.

B. Regular membership begins on the twentieth day of September of each year, and the appropriate payroll offices shall deduct the annual premium as determined by the Board of Directors of the Association for the year during which employment occurs from the October payroll (payable in November). The effective date of coverage for persons employed in the former Wisconsin State Universities System who have not filed an Election of Non-participation shall be March 1, 1979. Duration of employment is not considered in making this deduction. Refunds for parts of years of employment are not allowed because coverage continues for the balance of the year. When a member terminates, coverage may be beyond September 20 at the option of the member by direct payment to the insurance company under contract with the Board of Directors of the Association.

C. To avoid undue financial hardship, new employees whose current earnings are less than 50% of the average salary of UW System instructors are not eligible to participate in this program. No current member shall be dropped from membership in the Association because of this provision. The Board of Directors, with the concurrence of UW System Administration, shall have authority to change the 50% figure if deemed to be in the best interests of the members of the Association.

INTERINSTITUTIONAL AGREEMENTS

82-6 INTERINSTITUTIONAL COOPERATIVE AGREEMENTS BETWEEN UW SYSTEM INSTITUTIONS AND PRIVATE COLLEGES

History: Res. 2673 adopted 9/10/82.

The following shall be regarded as guidelines for interinstitutional cooperative agreements between UW System institutions and private colleges:

1. There shall be no exchange of tuition, fees, or other financial payments between institutions.
2. Such agreements shall not work to restrict access to UW System courses for registered UW System students.
3. Arrangements pertaining to acceptance and transfer of credit shall conform to the normal academic standards of the participating UW institution and be approved by the appropriate faculty representatives at that institution.
4. All such agreements shall periodically be evaluated and reviewed by the Regents.

INTERNATIONAL/STUDY ABROAD PROGRAMS

71-1 STUDY ABROAD PROGRAMS

History: Res. 27 adopted 12/17/71

That the Board of Regents of State Universities resolutions 1068, February 8, 1955; 3155, May 28, 1968; 3430, December 5, 1969; 3781, May 20, 1971 be rescinded and that the responsibility for approval of study abroad programs be delegated to the respective central administration staffs of the University of Wisconsin System with review procedures currently in effect in the Chapter 36 and Chapter 37 institutions to continue.

74-2 STUDY ABROAD PROGRAMS

History: Res. 679 adopted 3/8/74.

Whereas, there exists a set of guidelines for study abroad programs in Chapter 37 units adopted by the Board of Regents of the Wisconsin State Universities on May 22, 1969, and whereas, all units of the University of Wisconsin System now affirm that such policy statement contains sufficient flexibility to enable them to conduct existing programs, until a new System policy is adopted,

Be it resolved, that the Board of Regents of the University of Wisconsin System reaffirms the eligibility of System international programs, which meet stipulated criteria, to receive General Purpose Revenue support; and further, that the Guidelines for the Study Abroad Committee adopted by the Board of Regents of the Wisconsin State Universities System on May 22, 1969 be considered interim System policy pending development of a new University of Wisconsin System policy.

INVESTMENTS (See Trust and Investment Policy)

ISSUES OF THE 90s

90-6 ISSUES OF THE 90s: SOME PRINCIPLES FOR HIGHER EDUCATION

History: Res. 5609 adopted 10/5/90.

This issue paper series provides guidance for the Board of Regents in the development of policies for the University of Wisconsin System and its institutions in the decade of the 1990s. *The full document may be obtained from the Office of the Secretary of the Board of Regents.*

LAWS AND REGULATIONS

72-3 CHANGES TO FORMER UW LAWS AND REGULATIONS

History: Res. 107 adopted 3/10/72.

In the future, changes in the Laws and Regulations of the University of Wisconsin comparable to present Laws and Regulations be referred to the System Administration for approval, and an updated list of such laws and regulations shall be kept on file for use by the Board as it desires.

LEAVE OF ABSENCE

73-10 SYSTEM SICK LEAVE POLICY FOR FACULTY AND ACADEMIC STAFF

History: Res. 506 adopted 6/8/73; amended by 75-9. (See also 89-8 and Unclassified Personnel Guideline 10.)

The Board adopts the following System Sick Leave Policy for Faculty and Academic Staff as the Board Guidelines on the implementation and administration of Ch. UWS 19, *Wisconsin Administrative Code* (effective 3/1/76):

Absences of faculty and academic staff of the University of Wisconsin System because of personal illness, injury or pregnancy, as well as attendance on the children or spouse of a staff member whose condition requires the staff member's direct care, will be subject to the following leave policy, effective June 8, 1973. The policy is applicable, without regard to extent of appointment, to all faculty and academic staff other than graduate assistants or visiting faculty who are covered by sick leave provisions at their home institutions. (Faculty assistants, lecturers and instructors with teaching responsibilities shall be accorded the same sick leave provisions as members of the faculty. Visiting faculty whose home institutions do not provide for sick leave shall also be covered by this provision.)

Accumulation of Leave: Staff members whose initial appointments are for nine months or more shall be granted 22 working days[*] e (i.e., Monday through Friday exclusive of holidays) of leave which they may draw upon as required by illness, injury, disability, or pregnancy. After 1½ years of service, additional non lapsing leave is earned by such members at the rate of 1 day per month for persons holding annual appointments, 6 days per semester and 4 days per quarter for persons who hold academic year appointments with a maximum annual accumulation limited to not more than 12 days. Unused sick leave shall accumulate from year to year in the staff member's account.

If a staff member takes sick leave, the rate of sick leave compensation shall be the rate of salary which the staff member would have normally received. Other than the 22 days of sick leave granted to the staff member upon appointment, sick leave may be taken only after it has been earned (i.e., it may not be anticipated). A staff member utilizing paid sick leave continues to accumulate sick leave during the period of absence. However, a staff member shall not accumulate sick leave while on an unpaid leave of absence. Previously accumulated sick leave shall not be affected by unpaid leaves of absence.

Pro-ration of Accumulated Sick Leave: Initial entitlement and accumulation of sick leave as specified in the preceding section assume full-time appointment of 9 months or more. Part-time appointees have an initial entitlement, earn and are charged sick leave in proportion to the extent of their appointment.

Allowance for Past Service: On the effective date of this policy, University of Wisconsin System staff members whose appointments are normally for nine months or more shall have an initial accumulation totaling the amount of sick leave the individual would have accrued during previous years of service if this sick leave plan had been in effect less a debit of two days per year of service.

Cancellation and Reinstatement: If a staff member leaves employment within the University of Wisconsin System, unused sick leave will be terminated but will be reinstated if the staff member is reappointed to any position within the System within three years.

Relation of Sick Leave to Income Continuation Insurance: When a staff member becomes eligible to receive compensation under income continuation insurance, sick leave benefits are no longer applicable to that illness.

Faculty with Teaching Responsibilities: In any semester[**] in which a faculty member[***] who has teaching responsibilities is entitled to use sick leave, the provisions of this policy shall be modified as follows:

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[*] *In this policy, the word "days" refers to "working days."*

[**] *The word "semester" in this policy shall be interpreted to include "quarter" or any other institutionally defined time period.*

(a) If a faculty member's duties are assumed by colleagues for the duration of the semester, as has been the traditional way of covering teaching responsibilities, the absent individual will not be required to use sick leave until the end of the semester in which the absence began.

(b) If a replacement is appointed to assume the faculty member's responsibilities he or she must use sick leave.

Whichever of the above situations obtains during the semester in which the absence commences, the absent staff member will be required to use sick leave thereafter.

Use of Sick Leave for Medical Absence That Can Be Anticipated: In order to minimize disruption of the academic program and the attendant demands on students and staff, a member of the faculty who has teaching responsibilities and who expects absence under this policy during an upcoming semester may, with two months advance notice, elect to receive a combination of paid and unpaid leave for the entire semester. Such leave will be taken only at the option of the faculty member, but the university may require proof at the time two months notice is given that the anticipated absence cannot be arranged so as to avoid interruption of teaching duties. Under this clause the faculty member may receive the sick leave benefits for which he or she would have been eligible had the staff member remained on duty up to the time of disability. Other portions of the semester not covered by sick leave will be on leave without pay.

Leave for Maternity Purposes: Provisions governing maternity leave do not differ from policies governing other temporary disabilities. A teaching or non-teaching staff member may opt to continue her normal duties through pregnancy using accumulated sick leave as needed for prenatal, delivery and postdelivery care while physically unable to perform her duties. Thereafter, she may take additional consecutive days or the remainder of the semester as unpaid leave at her option.

A member of the faculty with teaching responsibility, alternatively, may opt to receive a combination of paid and unpaid leave as provided in "Use of Sick Leave for Medical Absence That Can Be Anticipated." In such cases it shall be understood that the timing of pregnancy cannot be "arranged" under the meaning of this policy.

In the semester after the one in which delivery occurs, irrespective of her medical condition, the staff member shall be granted, upon her request, leave without pay for the semester. In the case of non-tenured faculty members such leave will not be counted in the calculation of probationary time. A female staff member who anticipates taking leave for maternity should so inform her chairman or supervisor as early as possible. (Either parent may receive such leave in the semester following the birth of the child. However, if both parents are employed by the University, only one may receive such leave for child care.)

Sick Leave During Summer Session: Staff members whose basic appointments are for nine months or more and who teach in the summer session may qualify for sick leave in the summer session, provided inception of the illness occurs on the first or subsequent day of the summer session. Visiting faculty, if not covered by sick leave provisions at their home institutions, are covered during the summer session provided their appointments at the university extend for at least nine months in addition to the summer session term. Exceptions to this policy regarding sick leave during the summer session may be made, on behalf of the members of the permanent faculty only, at the discretion of the chancellor.

Exempted Staff Members: Many members of the University of Wisconsin-Extension staff hold joint appointments with Wisconsin counties. It has been customary for most such individuals to observe the vacation and sick leave policies of the counties in which they are based. Provisions of this sick leave policy do not apply to faculty and academic staff members who elect to observe the sick leave policies of a county. However, the University System sick leave policy does apply to county-based staff members who elect to receive coverage under income continuation insurance for which a state contribution is made.

Records: Each department or equivalent unit shall maintain records of sick leave entitlement for its faculty and academic staff members.

Exceptions: Nothing in this policy shall terminate benefits or commitments previously made to persons absent for medical reasons on the effective date of this policy.

89-8 LEAVE OF ABSENCE POLICY AND POLICY FOR UNCLASSIFIED EMPLOYEES SEEKING OR ACCEPTING POLITICAL OFFICE OR APPOINTMENTS

History: Res. 5364 adopted 11/10/89, replaces 74-9, 78-3.

I. **General policy provisions for all leaves other than medical:**

1. A leave of absence cannot be open-ended but must be for a specified period of time.
2. Initial leaves of two years or less duration, or for the initial term of an elected or appointed government office not to exceed four years, for staff members may be approved by the appropriate chancellor.
3. Any extension beyond the second year, or beyond the initial four year term of elected or appointed government office, must receive specific approval of the Board and must be for a fixed period of time.

**** For the purposes of this policy, faculty assistants, lecturers and instructors with teaching responsibilities shall be accorded the same sick leave provisions as members of the teaching faculty. Visiting faculty whose home institutions do not provide sick leave shall also be covered by the provision.*

4. For other than an initial term of elected or appointed government office of up to four years, advance approval by the Board of Regents is required if the initial leave is for more than two years.

5. All leaves of absence carry an implicit agreement between the staff member and the university that the staff member will return to the university at the conclusion of the leave; each university will conclude with the affected staff member an agreement that failure to return to the university at the conclusion of the approved leave period constitutes a resignation from the university.

II. Policy for employees engaging in political activity or seeking elective office:

1. Service as an elected official on off-hour demand activities (e.g., school boards, city councils, county boards or local, state or national commissions) would not normally require a reduced appointment or leave of absence. Each case should be reviewed by the appropriate administrative supervisor.

2. No political campaigning activities shall be engaged in during hours when an employee is expected to be performing his or her regularly scheduled university duties. Further, as provided in recent state legislation, no officer or employee may solicit or receive or be involved in soliciting or receiving any contribution or service for any political purpose from any officer or employee of this state while on state time or engaged in his or her official duties as an officer or employee.

3. If a staff member chooses to enter a primary campaign, he or she, in consultation with the appropriate department chairman and dean, or director, should determine whether or not this activity will impair or encroach on performance of university duties. If it is determined that the activity will have an adverse effect, a reduced-time appointment should be arranged for the period of the primary campaign.

4. If a staff member is a candidate in a regular election, step 2 should be followed with the expectation that a reduced-time appointment would be in order.

5. If a staff member is elected, and the time demands of the office would not allow continuance of full or part-time performance of university duties, he or she may request a leave of absence under provisions of Section 1. If a campus wishes to extend the leave of absence in this instance, justification should be advanced to the President of the System and the extension must receive the specific approval of the Board of Regents.

III. Policy for employees serving as appointed officials:

1. Service as an appointed official on off-hour demand activities (e.g., school boards, city councils, county boards or local, state or national commissions) would not normally require a reduced appointment or leave of absence. Each case should be reviewed by the appropriate administrative supervisor.

2. If a staff member accepts appointment to a political or educational office at the local, state or national level, and the time demand of the office would not allow continuance of full or part-time performance of university duties, he or she may request a leave of absence under the provisions of Section 1.

3. If a campus wishes to extend the leave of absence, justification should be advanced to the President of the System and the extension must receive the specific approval of the Board of Regents.

IV. Policy for limited appointment employees seeking or accepting political office or appointments:

1. Seeking paid political office:

If an administrator of the University of Wisconsin System holding a limited appointment wishes to seek nomination or election to a paid political office which would regularly require working during the normal hours which the administrator maintains for the UW System, and

If the administrator wishes to maintain his/her employment relationship with the university during such quest for office, then the administrator shall observe the following procedures: prior to announcing candidacy, or engaging in activity clearly constituting announcement of candidacy to an office of the type indicated above, the administrator must request from the Board reassignment from his/her limited appointment to any concurrent faculty or academic staff appointment held. Such activities as the following clearly constitute announcement of one's candidacy: the formation of a campaign committee, solicitation of campaign funds, or circulation of nomination papers.

The Board shall require evidence that any such reassignment, not accompanied by an immediate leave without pay, requires the administrator to perform work useful to the University System, and appropriate to the compensation provided for the position. The Board shall grant reassignment only in the presence of such evidence.

If reassignment is made and not joined to a concurrent granting of leave without pay, the reassigned employee shall thereafter be guided by the policies and procedures stated in I. 1-5 (above) as to requesting leave.

Reassignment pursuant to a proposed quest for paid elective office shall not affect the eligibility of the employee, at the discretion of the Board, to return to his/her prior limited position, or to be appointed to an alternative limited position.

2. Serving in paid elective political office:

If the reassigned limited appointee is successful in winning the political office sought, the policies and procedures stated in Sections I. and II.5 shall apply to the granting of leave of absence.

3. Serving in an appointive office:

The limited appointee wishing to accept an appointive political office shall couple an immediate request for leave without pay with his or her request for reassignment by the Board to his/her concurrent faculty or academic staff position. The policies and procedures stated in Sections I. and III. 2-3 (above) shall apply to the granting of a leave of absence in such circumstances.

VI. **Annual Report:**

The Vice President for Academic Affairs will make an annual report to the Board of Regents on the status of faculty and staff whose leaves have been extended beyond the second year, who are on leave serving as elected or appointed officials, and on the status of limited appointment employees who have been granted leave to serve in elected political office or appointed office.

94-6 ESTABLISHMENT OF ANNUAL LEAVE RESERVE ACCOUNTS FOR UNCLASSIFIED STAFF EARNING VACATION

History: Res 6698 adopted 6/94.

That, upon recommendation of the President of the University of Wisconsin System, the Board of Regents authorize the establishment of Annual Leave Reserve Accounts for unclassified staff earning vacation. Beginning with the eleventh year of employment, unclassified staff earning vacation would be eligible annually to place up to five days of vacation in the account to a maximum of twenty-two days.

96-2 ESTABLISHMENT OF HALF-DAY LEGAL HOLIDAY FOR FACULTY, ACADEMIC STAFF AND LIMITED APPOINTEES

History: Res. 7178 adopted 4/12/96.

That, upon the recommendation of the President of the University of Wisconsin System, faculty, academic staff and limited appointees be granted one half day of paid leave each fiscal year as a non-cumulative personal holiday to be scheduled and taken as determined by the institution. Unclassified staff, with less than a full time appointment shall receive a prorated share of this personal holiday based on the percent of appointment.

LICENSING, COLLEGIATE

91-6 UW POLICY ON COLLEGIATE LICENSING

History: Res. 5791 adopted 5/10/91.

The Board of Regents recognizes the merits of collegiate licensing programs. In particular, licensing programs serve to: (1) generate funds to support student services, athletics, or other programs; (2) promote the positive image and identification of an institution; and (3) protect an institution's reputation, good name and image by permitting only appropriate uses and assuring that only quality products bear the institution's name and symbols. For these reasons, the Board of Regents supports the establishment of a collegiate licensing program at any UW institution, subject to the following guidelines. It is at the discretion of each UW institution to determine whether the establishment of a collegiate licensing program serves its interests.

To ensure that licensing programs are consistent with other UW policies and objectives, collegiate licensing programs at any UW institution should adhere to the following guidelines:

1. **Exemptions:**

(a) Retailer Exemptions: As a general policy, UW institutions shall not exempt sales of licensed goods to some retailers from licensing fees and/or royalties, while charging fees and/or royalties on sales of goods to all other retailers. Exemptions for only certain retailers provide differential treatment and a competitive advantage to one set or retailers. Such policies are inconsistent with the UW Policy on Competition with the Private Sector. A UW institution shall charge licensing fees on sales to bookstores it owns, operates or leases if the institution is charging licensing fees on sales to any outside vendors for the same items.

An example of a prohibited retailer exemption is a "geographic" exemption which exempts from fees and/or royalties sales to private sector vendors within a specified geographic area, such as the area bordering the institution's campus.

(b) Consumer exemptions: Except as stated in (d) below, UW institutions shall not exempt sales to some types of consumers from licensing fees and/or royalties, while charging fees and/or royalties on sales to all other consumers.

(c) Product exemptions: UW institutions may exempt selected products from licensing fees and/or royalties. Examples of products that may be appropriate for exemptions include selected school supplies, which are bought primarily by students, and craft items produced by local individuals or shops.

(d) Internal consumption exemption: UW institutions may exempt from licensing fees and/or royalties purchases for internal university consumption. All such purchases shall be from licensed manufacturers.

2. Use of Licensing Revenue:

A UW institution shall use the revenue generated from collegiate licensing for programs or activities with direct benefits to students. Examples of programs with direct student benefits include student athletics and student scholarships.

3. Internal versus External Administration of Licensing Programs:

Each UW institution that establishes a licensing program should determine whether it is more cost-effective to administer the program internally with university employees, or externally by contracting with an outside agent. Institutions shall seek the most favorable contractual terms possible with outside agent(s) and use these terms as the basis for a cost-effectiveness comparison with an internal program. Except for programs with minor activities, licensing programs shall be financed solely from licensing revenue.

Prior to entering into a licensing contract, a UW institution shall have the potential contract reviewed by UW legal counsel at the System Administration level. Any licensing contracts concluded by a UW institution must be reported to the Board of Regents.

4. Registration of Marks:

Federal and state registration of any mark by a UW institution shall be in the name of the Board of Regents of the University of Wisconsin System.

5. Design Standards and Use Guidelines:

UW institutions with collegiate licensing programs shall develop design standards and use guidelines and make them available to potential licensees.

6. Technical Assistance:

The UW System Office of the General Counsel shall serve as the technical assistance contact point for the UW System for collegiate licensing. UW institutions shall report licensing disputes within thirty days to the System Administration General Counsel.

MINORITY/DISADVANTAGED STUDENT PROGRAMS (See Equal Opportunity)

MISSION STATEMENTS

88-8 APPROVAL OF MISSION STATEMENTS

History: Res. 4076 adopted 6/10/88; UW Stout Select Mission was amended by Res. 6322, 2/5/93.

The Board of Regents affirms the mission statement for the University of Wisconsin System, and approves the revised Core Mission Statement of the Doctoral Cluster, revised Core Mission Statement of the University Cluster, and revised Select Mission Statements of the fifteen institutions of the University of Wisconsin System. *The full document may be obtained from the Office of the Secretary of the Board of Regents.*

The University of Wisconsin System Mission: Each institution of the University of Wisconsin System shares in the mission of the system. The mission of this system is to develop human resources, to discover and disseminate knowledge, to extend knowledge and its application beyond the boundaries of its campuses, and to serve and stimulate society by developing in students heightened intellectual, cultural, and humane sensitivities; scientific, professional, and technological expertise; and a sense of value and purpose. Inherent in this mission are methods of instruction, research, extended education, and public service designed to educate people and improve the human condition. Basic to every purpose of the system is the search for truth.

OFFICIAL FUNCTIONS EXPENDITURES

73-14 EXPENDITURES FOR OFFICIAL UNIVERSITY FUNCTIONS

History: Res. 562 adopted 9/7/73.

Background: The State Department of Administration has recommended that the University of Wisconsin System adopt a policy covering use of funds allocated to the University of Wisconsin System President and the executive head of each unit for official functions and related activities. This recommendation is a result of an Attorney General's Opinion dated March 5, 1970, which addressed this matter as it regarded the former Wisconsin State Universities System. The Attorney General's Opinion stated, "It is my opinion that the Board may create an expense account for the several presidents for such designated purposes as the Board deems necessary to carry out the proper functions of the State Universities." The Board of the former Wisconsin State Universities, at that time, passed a resolution authorizing an Expense Fund for the System Director and University Presidents. However, a resolution to allow for individual Expense Funds for the former University of Wisconsin Chancellors was never proposed. A systemwide policy should be developed which establishes Expense Funds for the System President and the executive head of each unit. Such a policy should not only help to insure that all expenditures are appropriate and meet the various audit tests of the System and State, but should allow for discretion and flexibility in the use of the funds.

Policy: All previous letters and guidelines on this subject are rescinded. The following guidelines are to serve as the basis for determining the allowability of charges to the Expense Fund budgets. The President and the executive head of each unit should be provided annually with a specific amount budgeted from GPR funds. All charges against this fund must be in accord with the approved guidelines.

The President's and each Unit Executive Head's Expense Fund is intended to allow for reasonable and necessary expenditures (excluding alcoholic beverages) associated with hosting official visitors or guests of the university. Expenditure reports submitted should specify the nature of the official function.

1. **Specific functions and similar activities that are considered appropriate are listed below:**
   - (a) Receptions for parents of pre-registering freshmen
   - (b) Receptions for graduating seniors and their parents
   - (c) Alumni Homecoming receptions
   - (d) High school counselors on campus
   - (e) Receptions for community leaders, prominent visitors, news media personnel, legislators and officials, or leaders of educational programs
   - (f) Receptions for Regents, Central Administration staff, Board of Visitors or officials from System campuses or units
   - (g) Receptions related to opening of new facilities and dedication ceremonies
   - (h) Meal costs for spouses, providing the spouse is expected to be in attendance as an official representative of the university
   - (i) Receptions for officially recognized student groups
   - (j) Receptions for distinguished visiting faculty and lecturers

Advance approval should be obtained from the Vice President and Controller for official functions not included above. The President and the executive head of each unit should have the option of providing a dinner or luncheon if it is felt that this would be more appropriate than a reception.

2. **Expenditures that would not be considered appropriate from GPR funds are listed below:**
   - (a) Reception or meal costs for newly hired faculty or regular University of Wisconsin faculty members
   - (b) Entertainment of an all-university group or employees
   - (c) Social functions for faculty, staff and students
   - (d) Retirement and resignation receptions for university personnel
   - (e) Receptions for prospective faculty or staff

OUTREACH POLICY (See Extension and Outreach)

PARKING FACILITIES AND TRANSPORTATION

80-5 PARKING FACILITIES AND TRANSPORTATION PLANNING

History: Res. 2222 adopted 7/11/80.

A. All future parking and transportation-related capital budget projects shall be in compliance with the provisions of §. 36.11 (8e), 36.11 (8m) and 16.82 (5), created by Chapter 221, Laws of 1979, as follows:

1. Sec. 36.11 (8e) PARKING FEES. The Board shall direct each institution and center within the System to charge a parking fee for the parking of motor vehicles by students, faculty, academic and classified staff and visitors at campus. The Board shall require the fee to be sufficient to recover the costs of the construction and maintenance necessary for the parking facilities. Nothing in this paragraph shall be deemed to require the recovery of the costs of land for parking facilities. Nothing in this paragraph shall be deemed to require that all users of the parking facilities be charged a parking fee. Center campus facilities owned by a county are not required to charge a parking fee.

2. Sec. 36.11 (8m) TRANSPORTATION PLANNING. The Board shall direct the administrative officers of each campus to work with the regional planning commissions and the local authorities of the community in which the campus is located to evaluate the transportation needs of the campus population. The Board shall require each campus to develop a transportation plan for the campus to effect energy resource conservation and efficient use of transportation resources. The plan shall include pedestrian walkways, bikeways, bike routes, bicycle storage racks, car and van pools and, to the extent feasible, improved mass transit services. The transportation plans shall detail parking management strategies which provide incentives for the use of mass transit and high occupancy vehicles. The transportation plans shall be implemented by January 1, 1982.

3. Sec. 16.82 (5) shall develop and implement a comprehensive ride-sharing program for state employees, in cooperation with the legislature, the courts and all constitutional offices, departments and independent agencies and shall promote and encourage participation in the state ride-sharing program. In addition, the department shall promote and encourage alternate means of transportation for state, municipal and federal employees and other persons in the private sector including but not limited to mass transit, bicycle commuting, car pooling and van pooling; and may provide contract group transportation of state employees from designated pickup points to work sites and return in the absence of convenient and public scheduled transportation. Nonstate employees may be permitted to participate in van pools as passengers when necessary in order to provide viable van pool service for state employees. Van pools are limited to a maximum of one-third non-state employees for each vehicle. The group transportation shall be provided for a fee which recovers the full cost of maintenance, operation, insurance, and depreciation. No person is deemed to be in the course of employment while utilizing the group transportation.

   (NOTE: Except for UW-Madison, it may be assumed that the UW System will be primarily responsible for administering s. 16.82 (5) through delegation from the Department of Administration.)

B. The 1981-83 biennial capital and operating budgets shall include the necessary funding requests to enable each university to implement the transportation plans as approved by the Board for each university in order to comply with the January 1, 1982 deadline established under s. 36.11 (8m).

C. The Transportation Plan shall include the following fiscal provisions:

1. Management of parking utilities will remain decentralized within the System under individual university administrations.

2. Financing of the parking operations and development of new spaces will continue to be based on fee-supported parking. Fees will be charged for parking privileges sufficient to recover the costs of construction, current and deferred maintenance, and operations.

3. Long-term (beyond ten years) financing for surface parking facilities should be avoided whenever possible.

4. Advance Land Acquisition Funds may be requested to purchase land and, in some cases, to relieve bonded indebtedness at a number of universities, thus enabling them to responsibly replace parking spaces lost to building projects and to provide for the reduction of university-related, on-city-street parking in order to conform with municipal zoning ordinances or regulations as required by s. 13.48 (13).

5. Parking development should be phased incrementally to respond to changing conditions and to ensure against over-building.

D. The Transportation Plan shall include the following Physical Planning provisions:

1. Current parking and transportation programs will be examined, including car and van pooling, bicycling, walking, and transit availability. Where appropriate, economic/energy feasibility studies will be made, including cost/benefit analyses, to evaluate alternative parking and transportation strategies, with special attention to their energy conservation impacts.

2. Community/area geographic and demographic characteristics, including employee and student housing locations, will be considered.

3. Current and projected transportation modes will be examined in relation to faculty and staff activities and to student academic and employment needs.

4. Cooperation with municipal, state, and regional transportation programs and planning efforts will be encouraged.

5. Impact on the physical environment will be considered.

PLANNING

86-5 REPORT OF REGENT STUDY GROUP ON THE FUTURE OF THE UW SYSTEM

History: Res. 3688 adopted 12/5/86.

Conclusions and recommendations in the report direct academic and operational policy changes necessary to maintain quality and efficiency under future conditions. Resolutions reproduced in this document are recorded, e.g., as "86-5 Enrollment Capacity Management (SG 10)" *The full document may be obtained from the Office of the Secretary of the Board of Regents.*

93-4 ACADEMIC RESTRUCTURING--PARTNERS IN THE PROCESS

History: Res. 6442 adopted 6/4/93.

That, upon recommendation of the President of the University of Wisconsin System, the Board of Regents endorses the concept of Working Paper No. 7, "University of Wisconsin System and University Planning for New Needs: Partners in the Process."

(The Paper is available from the Office of the Secretary of the Board of Regents.)

96-3 REPORT OF THE STUDY OF THE UW SYSTEM IN THE 21ST CENTURY

History: Res. 7176(B) adopted 5/9/96.

The document "A Study of the UW System in the 21st Century: A Final Report" may be obtained from the Office of the Board of Regents.

From August 1995 to May 1996, the Board of Regents, UW Chancellors, UW System Staff, Faculty, Students and community representatives studied several concerns which the coming years may hold. The report recommendations centered around several key issues: Preserving and enhancing access to quality; keeping college affordable; creating new knowledge and fostering career and professional development; and restructuring and improving the efficiency of the UW System. The findings of this report will guide the formation of future policy; those policies developed or affected by it will be cross-referenced here.

Policies implemented or amended through recommendations initiated by this report:

96-4 Deputizing Police Officers; 96-1 Naming or Dedicating of University Facilities; 96-3 amends 92-8 Tuition Policy Guidelines; 97-2 UW System Policy on Use of Information Technology Resources.

POLICE OFFICERS

96-4 DEPUTIZING POLICE OFFICERS

History: Res. 7239 adopted 6/7/96 rescinds 71-2.

That, upon the recommendation of the President of the University of Wisconsin System:

- Resolution 40 (12/17/71) relating to authority for deputizing of university police officers be rescinded;
- authority for deputizing university police officers be delegated to the Chancellors or the Chancellors' designees; and
- names of newly deputized officers shall be reported to the Secretary of the Board of Regents.

POLITICAL ACTIVITY BY EMPLOYEES (See Leave of Absence)

RECORDING OF LECTURES

77-5 RECORDING OF LECTURES

History: Res. 1556 adopted 11/11/77, replaces 76-5.

The Regents recognize the responsibility of the individual instructor to determine policy concerning recording of lectures in his or her classroom.

Prohibitions of tape recorders in classrooms may not be imposed upon qualified handicapped students who must utilize tape recorders because of the nature of their handicaps to effectively participate in a class, provided such students have signed agreements that they will not release the tape recording or transcription to others.

Notwithstanding the above, a teacher may, on certain occasions, for reasons concerning pedagogical practice or academic freedom, interdict the taking of notes. At such times, he/she may also forbid the use of tape recorders.

REGENTS

80-6 EMERITUS DESIGNATION (See Emeritus Designation)

93-7 STATEMENT OF EXPECTATIONS OF BOARD MEMBERS

History: Res. 6476 adopted 7/16/93. (The Statement may be obtained from the Office of the Secretary of the Board of Regents.)

RESEARCH

84-2 CRITERIA FOR USE OF ANIMALS FOR RESEARCH

History: Res. 3024 adopted 4/6/84.

The criteria as stated within the Guide for the Care and Use of Laboratory Animals, DHEW (NIH) 78-23 revised 1987 or succeeding additions, shall be the criteria for researchers to follow regarding the humane treatment of animals for scientific research purposes in accordance with section 36.40, *Wis. Stats.*, (created by 1983 Wisconsin Act 27, sec. 908t).

RESIDENCE CLASSIFICATION (See Tuition/Fees)

RESIDENCE HALLS (See Housing)

ROTC (See Discrimination Prohibited)

SEXUAL HARASSMENT

81-2 SEXUAL HARASSMENT POLICY STATEMENT AND IMPLEMENTATION

History: Res. 2361 adopted 5/8/81; replaces 80-8; amended by Res. 3758, 4/10/87.

I. Policy Statement

It is the policy of the Board of Regents of the University of Wisconsin System, consistent with its efforts to foster an environment of respect for the dignity and worth of all students and staff of the UW System, that sexual harassment of students and employees of the University of Wisconsin System is unacceptable and impermissible conduct which will not be tolerated. Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often, sexual harassment involves relationships of unequal power, and contains elements of coercion--as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person's ability to study or work in the academic setting.

For general policy purposes, sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual nature where: (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning employment or educational environment.

In keeping with this policy, a concerted effort must be made to protect employees and students from sexual harassment as defined, and to rid the University of Wisconsin System of such conduct.

II. Implementation:

Procedures for prompt corrective action and discipline consistent with due process are an essential part of the effort to eliminate sexual harassment. Equally important, however, is the establishment of programs to educate members of the university community on the subject of sexual harassment, and to make them more sensitive to its forms and damaging consequences. Development of the necessary programs and procedures is most appropriately and effectively undertaken at the institutional level. Therefore, the Board directs as follows:

1. Each institution within the System shall have or develop a disciplinary process to address allegations of sexual harassment. This process shall include a definition of those forms of sexual harassment which will be grounds for disciplinary action; formal hearing procedures in accordance with due process requirements; and procedures allowing for resolution by mutual consent. In developing these definitions and procedures, institutions should be mindful of First Amendment rights and academic freedom, particularly as they relate to sexual harassment in the instructional setting. Institutions should also recognize that this policy does not address consensual sexual relations that do not involve harassment or discrimination. Institutions should also be aware of and sensitive to the fact that disciplinary action is not the only means of dealing with the problem of sexual harassment; there may be some kinds of conduct which are more appropriately addressed by an educational process or through other informal means. All institutional definitions and procedures are subject to approval by the Board and shall be presented to the Board not later than February, 1982, for purposes of review leading to approval.

2. Each institution within the System shall establish educational programs designed to inform employees and students of the nature of sexual harassment, to increase their sensitivity to it, and to publicize the procedures, sanctions and remedies available against it. Each institution will make a yearly report to the President of the University of Wisconsin System, which will then be reported to the Board of Regents, summarizing the results of educational efforts and corrective and disciplinary procedures. This report will be made in conjunction with the institution's yearly report on Equal Opportunities in Education (Regent Policy Document 83-5).

3. System Administration staff shall, upon request, assist the institutions in their efforts to implement this policy and shall make available information and materials on the subject of sexual harassment which would be useful in the drafting of definitions or procedures or in preparing education programs.

91-8 CONSENSUAL RELATIONSHIP POLICY

History: Res. 5867 adopted 7/12/91.

It is in the interest of the UW System to provide clear direction and educational opportunities to the university community about the professional risks associated with consensual romantic and/or sexual relationships where a definite power differential between the parties exists. These relationships are of concern for two primary reasons.

1. Conflict of Interest: Conflicts of interest may arise in connection with consensual romantic and/or sexual relationships between faculty or other instructional staff and students, or between supervisors and subordinates. University policy and more general ethical principles preclude individuals from evaluating the work or academic performance of others with whom they have intimate familial relationships, or from making hiring, salary or similar financial decisions concerning such persons. The same principles apply to consensual romantic and/or sexual relationships, and require, at a minimum, that appropriate arrangements be made for objective decision-making with regard to the student, subordinate or prospective employee.

2. Abuse of Power Differential: Although conflict of interest issues can be resolved, in a consensual romantic and/or sexual relationship involving a power differential the potential for serious consequences remains. Individuals entering into such relationships must recognize that:

   (a) the reasons for entering such a relationship may be a function of the power differential;

   (b) where power differentials exists, even in a seemingly consensual relationship, there are limited after-the-fact defenses against charges of sexual harassment; and

   (c) the individual with the power in the relationship will bear the burden of accountability.

3. Guidelines for Implementation: To make it clear that romantic and/or sexual relationships involving conflict of interest are unacceptable in the UW System and to ensure that members of the University community are alerted to the potential for abuse in power differential relationships even where conflict of interest issues are resolved, each institution within the University of Wisconsin System shall develop a statement on Consensual Relationships that is consistent with the above.

   (a) The statement shall be developed in consultation with faculty, academic staff and student governing bodies.

(b) The statement shall be published in faculty and student handbooks and comparable academic staff publications.

(c) A means of educating instructors, supervisors, and other employees and students on the meaning of the statement shall be provided.

(d) These guidelines shall be implemented by the end of the academic year 1991-92.

SICK LEAVE POLICY

73-10 SYSTEM SICK LEAVE POLICY FOR FACULTY AND ACADEMIC STAFF **(See Leave of Absence)**

STUDENT PUBLICATIONS

75-4 STUDENT PUBLICATIONS

History: Res. 1015 adopted 5/9/75; rescinds 1/10/69 action.

Provision of space for campus publications and subscription policies relative to campus publications shall be determined in accord with individual campus policies and procedures.

75-6 STUDENT NEWSPAPER DISCLAIMER

History: Res. 1066 adopted 8/15/75; rescinds Wisconsin State Universities resolutions 3629, 3694 and 3710)

The following statement shall be carried in the masthead of all editions of those newspapers prepared by and for the students of any institution or Center campus in the University of Wisconsin System and subsidized by funds or facilities under jurisdiction of the UW System or its institutions:

The (name of paper) is written and edited by students of the University of Wisconsin-(name of campus) and they are solely responsible for its editorial policy and content.

STUDENT RESPONSIBILITIES AND POLICIES

74-13 STUDENT EVALUATION OF INSTRUCTION **(See Faculty)**

75-4 STUDENT PUBLICATIONS **(See Student Publications)**

75-6 STUDENT NEWSPAPER DISCLAIMER **(See Student Publications)**

86-4 GUIDELINES FOR STUDENT GOVERNANCE

History: Res. 3666 adopted 11/7/86; supersedes 74-11, 75-10; amended by Res. 5452, 4/90. (See also 88-6.)

Whereas, each institution shall do the utmost to implement the letter and spirit of section 36.09(5), *Wis. Stats.*, as interpreted by the Board of Regents and Wisconsin Courts; and

Whereas, the fundamental thrust of section 36.09(5) is to insure that students are viable participants in university affairs, subject to the responsibilities of the board, the president, the chancellor and the faculty; and

Whereas, students have primary responsibility in the formulation and review of policies concerning student life, services and interests, as defined by each institution, as well as responsibility for the disposition of those segregated university fees that constitute substantial support for campus student activities; and

Whereas, students shall have the right to select their representatives to participate in institutional governance, which means that students may choose the students who will be appointed by appropriate authorities to participate in institutional and faculty committees as determined by institutional policies and procedures and in accordance with the interpretation of the statute by the Wisconsin Courts.

Therefore, be it resolved that, upon the recommendation of the President of the System, the document entitled "Guidelines for Implementation of 36.09(5), *Wis. Stats.*," dated November, 1986, be approved.

BACKGROUND: Wisconsin is one of a few states in the nation to provide students with a statutory role in university governance. Chapter 36.09(5), adopted in 1974, states:

> 36.09(5) STUDENTS. The students of each institution or campus subject to the responsibilities and powers of the board, the president, the chancellor and the faculty shall be active participants in the immediate governance of and policy development for such institutions. As such, students shall have

> primary responsibility for the formulation and review of policies concerning student life, services and interests. Students in consultation with the chancellor and subject to the final confirmation of the board shall have the responsibility for the disposition of those student fees which constitute substantial support for campus student activities. The students of each institution or campus shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.

The Board adopted "Interim Guidelines" for the implementation of §36.09(5) in 1974 (Policy Document 74-11) and a policy for implementation in 1975 (Policy Document 75-10) that interpreted the statutory language in the context of overlapping and sometimes conflicting interests of students, faculty and administrators of the System institutions. The policies outline a general framework for interpreting the section, delegate responsibility for implementing the section to the Chancellors, and provide an appeals process so that students who believe an administrative action is not in the spirit of §36.09(5) can bring such grievances to the Board of Regents for resolution.

After the Interim Guidelines were passed, each institution conducted a study of the students' role in shared governance and devised a plan to implement the statute. These plans were submitted to System Administration in December, 1975 and were updated in 1978. The plans may be amended and improved by each institution through the governance process at any time without review by System Administration or the Board of Regents.

The implementation plans vary considerably from institution to institution. They vary because there are differences in the student bodies, in the interests of the student governments and organizations, in the academic and extracurricular programs, and in the governance structures of the institutions. For example, most institutions have separate faculty and student senates, but a few have university-wide senates on which students participate in addition to the student senate. Each institution has a different configuration of committees, in substance and number, with different numbers and proportions of faculty and student members. Two examples may clarify this point. (1) At several institutions, child care is a program for students, supported by student fees; others provide a service for students, staff and faculty; yet others contract with outside agencies for child care. (2) The problems facing the parking committee at UW-Milwaukee would be quite different from those of a parking committee at the UW-Center Baraboo County. Whereas the students at Milwaukee might want a large number of students on the committee, students at Baraboo might not see parking as a problem warranting much attention.

In short, it would be difficult for the Board of Regents to devise a specific structure or to mandate involvement at certain levels in certain issues that would be acceptable to students at each institution. The details of institutional governance are best left to the parties involved. Nevertheless, it is appropriate for the board to set forth some specific directions and general principles to guide the institutions in the proper implementation of the statute. The guidelines in this document, which primarily represent an update of the 1974 Interim Guidelines, seek to fulfill that purpose.

The fundamental thrust of §36.09(5) is to insure that students are viable participants in university affairs. When the implementation plans were last reviewed in 1978, the reports indicated that each unit had implemented §36.09(5) in accordance with the Regents guidelines and judicial interpretations of the language. Plans at each institution operate in the ways envisioned in the Regents' Guidelines.

The Board recognizes that at some institutions the students may not be fully satisfied with the implementation plan. The plans are documents negotiated between students, faculty, academic staff and administrators and therefore may not be exactly what each party would want. Thus, Regent Policy Document 75-10 afforded students, faculty or administrators an opportunity to appeal any substantial difference of opinion involving the spirit or letter of §36.09(5) to the Board of Regents:

In the event an irreconcilable difference of opinion develops at any institution between or among student organizations, the faculty, and the Chancellor, over whether or not a particular campus policy or procedure meets the letter and spirit of Section 36.09(5), then any of the contending parties may request through the President's Office that the Regents review the dispute and take such action as may be appropriate to its resolution. The request for review should be made in writing, and should include the evidence and reasoning upon which the request for review is made. Upon receiving such a request through the President, the Board shall determine whether or not to provide a review.

This procedure has been used once since it was adopted in 1975. In 1977, the UW-Milwaukee Student Association appealed the segregated fee budget that was recommended by the Chancellor to the Board because it differed substantially from the students' own submission. The Board supported the Student Association's position. Based on evidence to date, System Administration has no reason to believe that this procedure has been inadequate to deal with disagreements about the implementation of the statute. Minor changes in the procedure are provided herein in order to provide more expeditious resolution of student concerns.

GUIDELINES

A. General principles

1. Delegation: Implementation of §36.09(5) is a responsibility delegated to the Chancellors or their designees in consultation with the students, faculty and academic staff of their institutions.

2. Active Participation: Student input to immediate governance and policy development of the institutions will be given serious attention and consideration. As active participants there must be a meaningful opportunity for input so that student ideas are received and considered before decisions have been made and the meaningful opportunity must include timely notice to students of pending issues concerning immediate governance and policy development of the institutions.

   The requirement of §36.09(5) that students be "active participants in the immediate governance of and policy development for" their institution also includes the provision that student participation be "subject to the powers and responsibilities of the board, the president, the chancellor, and the faculty." For this reason, "active participation" will necessarily be defined to an extent in the procedures by which the several agencies of shared or faculty governance for each institution receive student recommendations and opinion. The mechanisms for active participation may be several, ranging from opportunity for students or student organizations to be heard, to non-voting representation on certain policy-making committees, to voting representation on such committees.

3. Selection of student representatives: Section 36.09(5) provides that students "shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance." This language was interpreted by the Wisconsin Supreme Court to mean that the UW-Milwaukee Student Association, under its constitution, had the right to select representatives to institution-wide committees as the "students" in §36.09(5). UW-Milwaukee Student Association v. Baum (1976) 74 Wis. 2d 283. While this case is subject to various interpretations where the students have chosen forms of organization that differ from that at UW-Milwaukee, it is clear from the decision that the choice of representatives must rest with the students under a structure determined by and agreed to by the students. The statute was interpreted further by the Wisconsin Court of Appeals to mean that students cannot be required to submit more names into nomination than there are student positions to fill on committees. UW-Oshkosh Student Association v. Board of Regents (App. 1979) 90 Wis. 2d 79.

   The form and procedure for assuring appropriate student representation shall be determined by the students at each institution in consultation with the Chancellor, faculty and academic staff, with reference to the particular governance or policy making function being performed, and with attention to the most appropriate student constituency for achieving student participation. Under existing university laws and regulations, the agencies of shared or faculty governance are several, and the procedures for establishing membership on such agencies are varied, ranging from appointment, to ex officio designation, to election by a defined constituency. Where student membership on a given policy development agency is authorized by institutional rules, the procedures for establishing such membership also shall be defined, with the right to select representatives vested in the appropriate student group consistent with judicial interpretation and using a method agreed to by the students. The size and diversity of the student body and the history of procedures for achieving student participation are important factors in the determinations to be made. Where students have organized for participation and representation below the institution-wide level (such as colleges, schools, divisions, departments and Centers), the form and procedure for assuring appropriate representation in a unit shall be determined by the students in that unit.

4. Primary Responsibility: Because §36.09(5) grants to students primary responsibility (subject to the responsibilities and powers of the board, the president, the chancellor and the faculty) "for the formulation and review of policies concerning student life, services, and interests," each institution, through consultation with its student government association, should identify the student agencies (organizations, committees, councils, etc.), or agencies with a preponderance of student membership to whom responsibility can be delegated for initiation and review of policies of a particular category. Where no formal student group exists in a particular area, procedures shall be devised by the student government association to address the appointment of student participants.

   Primary responsibility means that students have the obligation and authority to initiate policies concerning student life, services and interests, and to review existing and proposed policies in these areas before they are amended or adopted by the other constituencies of the university. Where approval of such policies rests with the faculty or administration, the basis for changing or denying the student recommendations shall be substantial and shall be communicated to the recommending student agency in a timely manner. Institutions, in consultation with the student government association, shall define the area of "student life, services, and interests" with particularity, observing that this area cannot by definition include those areas assigned in 36.09(1), 36.09(2), 36.09(3), 36.09(4), and 36.09(4m) as primary responsibilities of the regents, president, chancellor, faculty, and academic staff. The fact that areas are not a primary responsibility of students does not, however, preclude their active participation. It is presumed that the membership of committees dealing primarily with formulation and review of policies concerning student life, services and interests as defined by the institution will have a majority of students.

5. Segregated University Fees (SUF): As a specific stipulation of the statute, students "shall have the responsibility for the disposition of" allocable portions of the revenue received from student fees. Chancellors, in consultation with the students, shall define the allocable and nonallocable portions of the student fee with particularity, observing that this area shall not and cannot without appropriate policy action by the institution and board include withdrawal of fee support from on-going fiscal commitments such as debt service, or the support of staff personnel on continuing appointments.

Students, acting through the SUF Allocations Committee (SUFAC) or other designated institution-wide body, shall be responsible for formulation of the allocable SUF budget, subject to the responsibilities of the chancellor. The basis for denying or changing the student decision shall be substantial and shall be communicated by the chancellor to the recommending student agency in a timely manner. The chancellor shall discuss any changes s/he recommends to the SUF budget for student consideration and decision before the chancellor forwards the institution's budget to System Administration and the Regents.

The chancellors are responsible for administering funds received from student fees. Specifically, no expenditure of such funds can be authorized except with the approval of the chancellor through the processes established for any expenditure of public funds held by the University System or its institutions. (UW System guidelines concerning the approval and administration of segregated fees are contained in the Financial Policies and Procedures Papers (FPPP) series, see e.g., FPPP #37 "Segregated University Fee Policy.")

B. **Appeal of Issues**

1. In the event an irreconcilable difference of opinion develops at any institution between or among student organizations, the faculty, the academic staff and the Chancellor, over whether or not a particular campus policy or procedure meets the letter and spirit of §36.09(5), and after institutional procedures have been exhausted, any of the contending parties may request the President to review the dispute and take such action as may be appropriate to its resolution. The request for review shall be made in writing, and shall include the evidence and reasoning upon which the request for review is made. If a decision is necessary, the President shall render the decision within 20 working days of receiving the request for review. Upon receiving the decision of the President, any of the contending parties may request a review of the President's decision by the Board of Regents by writing to the President of the Board. Upon receiving such a request, the Board shall determine whether or not to provide a review.

2. If irreconcilable differences of judgment on the uses of allocable student fee income develop between a chancellor and the student organization charged with responsibility for initiating recommendations in this regard, the views of both shall be brought to the regents through the President's Office in a timely manner and the regents shall determine the distribution of such resources for the particular institution. System Administration may attempt to mediate and resolve the dispute before it is forwarded to the Board.

87-3 MANDATORY REFUNDABLE FEE POLICIES AND PROCEDURES FOR STUDENT GOVERNMENT ORGANIZATIONS **(See Tuition/Fees)**

88-6 POLICY AND PROCEDURES FOR SEGREGATED UNIVERSITY FEES

History: Res. 4052 adopted 5/6/88.

The following recommendations included in the document entitled "Segregated University Fees Policies and Procedures" dated May 1988 are approved:

1. The Board reaffirms that the institutions are responsible for defining the allocable and non-allocable portions of the student fee with particularity, and that only allocable fee disputes may be brought before the Board for resolution, in accordance with the Student Governance Guidelines and FPPP 37;

2. The Board affirms that:

   - students shall be given an opportunity to review and offer advice concerning the budget of each activity and program that is funded primarily with non-allocable SUF;
   - every effort should be made to provide sufficient time for students to formulate allocable SUF budgets, and to review non-allocable SUF budgets as provided in institutional policies;
   - all ad hoc systemwide committees and task forces formed to deal with issues of SUF support shall have student membership.

3. Any appeals to the Board for resolution of irreconcilable differences between the students and the chancellor on the recommended disposition of allocable segregated fees should be filed in the Office of the System President by April 1; and

4. The Board adopts the following criteria for appeals for inclusion in the "Student Governance Guidelines":

   In considering an appeal, the Board will ask the following questions:

   - Has the item been defined by the institution, in consultation with the students, as an allocable fee?
   - Has the chancellor discussed the difference(s) with the students and provided an opportunity for the students to reconsider their recommendation?
   - Does the student-proposed budget item require the university to violate any statute, administrative code, policy or contract?
   - Is the basis for the chancellor's decision substantial? (i.e., are there significant policy or management reasons for differing from the students' recommendation?)

- Is the expenditure related to a legitimate education purpose within the meaning of section 36.27(1), *Wis. Stats.*?

TEACHING ASSISTANTS

91-13 SELECTION, TRAINING, AND EVALUATION OF TEACHING ASSISTANTS

History: Res. 5977 adopted 12/6/91.

I. **Selection of Teaching Assistants:**

1. Institutions employing teaching assistants must establish minimum standards and guidelines for selecting teaching assistants.
2. Non-native English speakers must be required to demonstrate proficiency in spoken English before they are assigned classroom duties as teaching assistants.
3. Institutions may determine whether establishing appointment criteria are best carried out at the departmental, college or institutional level.

II. **Training of Teaching Assistants:**

1. Institutions must require appropriate training or previous relevant experience for new teaching assistants as a condition of employment.
2. Non-native teaching assistants shall receive training in educational and cultural expectations for students and teaching assistants at their institutions.
3. Teaching assistants shall receive training on curricular and educational expectations for students in their institutional units.
4. Training of teaching assistants may take place at the institutional, college or departmental level, or some combination of these, as appropriate.

III. **Evaluation of Teaching Assistants:**

1. Institutions shall establish standards for the supervision and evaluation of teaching assistants.
2. New teaching assistants shall be evaluated by the appropriate unit for the purpose of teaching improvement as early in the first semester as possible.
3. All teaching assistants shall be evaluated by the appropriate unit each semester.
4. All units employing teaching assistants must establish a process for receiving and addressing student complaints and concerns about teaching assistants. This information should be made available in the course syllabi.
5. Evaluation and supervision of teaching assistants may be carried out at the college or departmental level, as appropriate.
6. Institutions must establish meaningful, appropriate accountability standards and procedures to ensure that all units employing teaching assistants are complying with UW System and institutional policies on teaching assistants.

Institutional policies and accountability standards must be submitted to the UW System for approval by June 1992. Full implementation is dependent on fiscal implications.

TELECOMMUNICATIONS

88-13 TELECOMMUNICATIONS PLANNING AND OPERATIONS

History: Res. 5069 adopted 10/7/88.

The Board of Regents directs the President and the University of Wisconsin System Administration to implement as soon as possible the recommendations of the Telecommunications Task Force Report according to the planning and implementation schedules and in coordination with appropriate state agencies. The report shall be used to guide telecommunications planning and operations at all University of Wisconsin System institutions.

The document may be obtained from the Office of the UW System Senior Vice President for Administration.

TRANSPORTATION (See Parking Facilities and Transportation)

TRUST AND INVESTMENT POLICIES

71-3 INVESTMENT OF CASH RESERVES

History: Res. 41 adopted 12/17/71.

In accordance with the provisions of the *Wis. Stats.*, reserve cash [in the amount of $125,000, as well as any accumulated cash reserves in the future, in Chapter 36 institutions,] shall be transferred [from 20.285(1)(hd)] to 20.285(1)(ga) for temporary investment in securities. *Bracketed language has been omitted to reflect current statutory requirements. See also FPPP 21.*

71-4 MANAGEMENT AND ADMINISTRATION OF TRUST FUNDS

History: Res. 42 adopted 12/17/71.

The management and administration of University Trust Funds, including the consolidated and segregated funds, is delegated to the Business and Finance Committee; the said Committee is authorized and empowered to do all things necessary within the limitations imposed by law or by the terms of the specific gifts and bequests accepted by the Board of Regents to administer the funds so received and under the control of the Regents in an efficient and prudent manner; the Business and Finance Committee is authorized, with the approval of the Board, to delegate such powers and responsibilities regarding the management and administration of University Trust Funds to the Trust Officer or other administrative officers or employees of the University as the Committee may in its judgment deem appropriate; the Committee is authorized to employ investment counsel; and the Trust Officer of the Regents is directed to keep a separate record of the actions taken by the Business and Finance Committee on all matters relating to University Trust Funds and to distribute memoranda of such actions as soon as practicable to all members of the Board of Regents for their confidential information.

71-5 TRANSFER OF SECURITIES

History: Res. 43 adopted 12/17/71.

Be it resolved, by the Board of Regents of the University of Wisconsin System, a body corporate, created by Chapter 100, laws of 1971, of the Wisconsin Legislature, the successor corporation to The Regents of the University of Wisconsin, a former body corporate, existing under Chapter 36 of the *Wis. Stats.*, 1969, and the successor corporation to The Board of Regents of State Universities, a former body corporate, existing under Chapter 37 of the *Wis. Stats.*, 1969, that the Secretary of the Board of Regents of the University of Wisconsin System, the Associate Secretary of the Board of Regents of the University of Wisconsin System, the Trust Officer of the Board of Regents of the University of Wisconsin System, and any Assistant Trust Officer of the Board of Regents of the University of Wisconsin System, each be and hereby is authorized and empowered in the name of the Board of Regents of the University of Wisconsin System to buy, sell, assign, transfer and set over unto any person, persons, or corporation, registered bonds of any description and stock or stock rights or interests therein in any corporation, now or hereafter standing in the name of or held by the Regents either in a corporate capacity or as trustee or as agent, to affix the seal of the Regents to any papers necessary for such purposes, and to designate and direct some person to make the transfer on the books of the Regents when required to so do.

72-15 TRUST FUND DISBURSEMENT CERTIFICATION

History: Res. 277 adopted 9/8/72.

One person shall be required to certify all lists covering disbursements from University Appropriations and from University Trust Funds. The persons authorized to make such certifications shall be:

1. University Appropriations Disbursements:
    (a) The Secretary of the Regents, or
    (b) The Assistant Secretary of the Regents, or
    (c) The President of the University System, or
    (d) Any Vice President of the University System, or
    (e) Any Administrative Assistant designated by the Vice President and Controller.
2. University Trust Fund Disbursements:
    (a) Any one of the persons designated under 1. above, or
    (b) The Trust Officer, or
    (c) Any Assistant Trust Officer.

74-3(a) INVESTMENTS AND THE ENVIRONMENT

History: Res. 695 adopted 3/8/74.

Cognizant of the UW System, State and federal commitments to environmental protection and pollution control standards, the Regent Business and Finance Committee, in discharging its responsibility for managing the System's trust fund investments, does so with the expectation that the companies in which it invests will evidence a similar commitment in their respective activities. The System Trust Officer, on behalf of the Committee, shall inform companies in which the System has or subsequently makes investments of this expectation.

In the event that any persons or group of persons, after careful investigation and evaluation of facts in evidence, concludes that a company in which the System has investments appears not to be performing in accord with the Committee's expectations and the appropriate governmental standards in this area, the Committee will afford those persons an opportunity to detail their evidence and concern to the Committee. The Committee may afford the company involved an opportunity to respond to the concerns expressed, before deciding what course of action is appropriate.

78-1 INVESTMENT OF TRUST FUNDS

History: Res. 1590 adopted 2/10/78; replaces 77-4. (See also 78-2.)

In accordance with Sec. 36.29(1) *Wis. Stats.*, all investments "made in any company, corporation, subsidiary or affiliate which practices or condones through its actions discrimination on the basis of race religion, color, creed or sex. . . ." shall be divested in as prudent but rapid a manner as possible.

78-2 INTERPRETATION OF POLICY 78-1 RELATING TO DIVESTITURE

History: Res. 1615 adopted 3/10/78; amended by Res. 6626, 3/94.

The Board of Regents, to facilitate the implementation of Regent Resolution 1590 (RPD 78-1), interprets that resolution as follows:

1. The words "which practices or condones through its actions" shall be interpreted to mean "employing persons in nations which by their laws discriminate on the basis of race, religion, color, creed or sex."
2. Divestiture shall be accomplished in a prudent manner, in accordance with the following criteria:
    A. The availability of alternative investments of equal or better potential long-term investment return.
    B. Current valuation in relation to historical relationships and alternative investments including, in the case of equities, the following factors:
        1. current yield, price earnings ratio, price to book value ratio, earnings and dividend growth rates, both absolutely and in relation to the market as a whole.
        2. present fundamental status of the company in terms of current and future earnings and dividend outlook.
        3. current level and trend of stock market -- outlook for the next 3, 6 or 12 months.
        4. "technical" status and current price trend of stock (absolute and relative to market).
        5. unrealized gain or loss on the stock.
3. The University of Wisconsin System's investment counsel and its Trust Officer shall bring to the attention of the Business and Finance Committee reports of the existence of laws in any other country that require companies doing business in such country to practice or condone discrimination on the basis of race, religion, color, creed or sex. The Business and Finance Committee shall investigate such reports with a view to determining whether Resolution 1590 shall be applied to investments in companies employing persons in the country in question.

90-4 SMALL FRACTION SPENDING PLAN (ENDOWMENT REINVESTMENT)

History: Res. 5555 adopted 7/13/90, amended by res. 6390, 5/93.

Effective with the 1991-92 fiscal year, a Small Fraction Spending Plan (Endowment Reinvestment) be implemented for Trust Funds. The plan will be phased in over two years; a 5.5% spending fraction in the first year; 5.2% the second year and then maintained at 5.0%. The fraction will be applied to a three year moving average of endowment valuations (36 monthly valuations). Income earned in excess of the fraction will be added to endowment principal in a Stabilization Reserve. The formula for determining the annual amount for the Stabilization Reserve is:

Total Principal Earnings -- Consolidated University Trust Funds

Less: Investment Advisory and Administrative Fees on Principal Funds

Less: Small Fraction amount

Equals Addition to the Stabilization Reserve

In order to grow the University endowment, the distribution rate will be set .25% below the actual earned (after payment of investment management and administration expenses) whenever the actual earned is less than 5%.

Departments, with approval of the chancellor's delegate, may withdraw funds from the Stabilization Reserve for special circumstances upon a minimum 30 days advance notice. In years when income earned is less than the fraction, a portion of the Stabilization Reserve (net remaining balance for each amount) will be used to maintain the spending rate. The spending fraction and asset allocation ratio will be periodically reviewed with any changes to the spending fraction being acted on at the September Regent meeting. Individual accounts which mandate usage of the annual income will be excluded from the plan.

91-11 INVESTMENT OBJECTIVES AND GUIDELINES

History: Res. 5946 adopted 11/8/91; amended by Res. 5999, 2/92; Res. 6260, 11/92; Res. 6343, 3/93; Res. 6487, 9/93; Res. 7364, 12/96. Original document dated 12/8/83.

Objectives and Guidelines for the Principle Fund and the Investment Objectives and Guidelines for the Income Fund are adopted. *The full document may be obtained from the UW System Trust Fund Office.*

92-4 PROCEDURES AND GUIDELINES FOR VOTING PROXIES FOR TRUST FUNDS

History: Res. 6086 adopted 4/10/92.

The Regent Procedures and Guidelines for Voting Proxies for Trust Funds are adopted. *The full document may be obtained from the UW System Trust Fund Office.*

93-2 UW SYSTEM CUSTODIAL SERVICES

History: Res. 6316 adopted 2/5/93. (See also 93-6.)

Delegation of the custody and clearance function to the State of Wisconsin Investment Board (10-23-75) is rescinded effective May 1, 1993 at the request of the State of Wisconsin Investment Board. The Trust Officer is authorized to; 1) open interim accounts at Morgan Guaranty Trust Company (under a master contract of the State of Wisconsin Investment Board) and at Firstar Bank-Milwaukee (the state working bank); and 2) initiate an Investment Custodial Request for Proposals to identify a permanent replacement to the State of Wisconsin Investment Board.

93-6 CHANGES IN INVESTMENT CUSTODIAL SERVICES

History: Res. 6474 adopted 7/16/93. (See also 93-2.)

That, upon recommendation of the President of the University of Wisconsin System, the Trust Officer be authorized to open accounts with any custodian under contract with the State of Wisconsin Investment Board.

97-1 INVESTMENT AND SOCIAL RESPONSIBILITY

History: Res. 7406, adopted March 7, 1997.

That, upon recommendation of the Business and Finance Committee, the Board of Regents of the University of Wisconsin System in discharging its fiduciary responsibilities for the University Trust Funds will take into account its concerns about corporate responsibility as outlined below.

1. The primary fiduciary responsibility of the Board of Regents is to maximize financial return on invested assets, taking into account an appropriate degree of risk.
2. However, the Board acknowledges the importance of maintaining an awareness of public concerns about corporate policies or practices that are discriminatory (as defined by 36.29(1) *Wis. Stats.*) or cause substantial social injury, and it will take this factor into account.
3. To enhance the Board's awareness of social concerns the Regents through the Business and Finance Committee will direct UW System Administration to subscribe to a proxy review service which will highlight proxy resolutions related to discrimination and substantial social injury.*
4. The Regents wish to solicit input from students, faculty, alumni and citizens on matters related to social concerns. To obtain this input, the Business and Finance Committee of the Board of Regents will schedule an annual forum at which concerns can be presented by interested parties. This forum will offer the broadest opportunity for System constituencies to present information to the Board of Regents.
5. The Regents are aware that a position on social responsibility may affect potential contributors to the University System. For potential contributors who wish their donations to be invested in funds with social concerns as a high priority, the Business and Finance Committee will ask UW Administrative Staff to explore the use of Investment alternatives to meet such objectives.

TUITION/FEES

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* "Substantial social injury" with regard to corporate behavior is defined as the injurious impact on employees, consumers, and/or other individuals or groups resulting directly from specific actions or inactions by a company. Included in this category are actions that violate, subvert, or frustrate the enforcement of rules of domestic or international law intended to protect individuals and/or groups against deprivation of health, safety, basic freedoms or human rights. Only actions or inactions by companies that are proximate to and directly responsible for identifiable social injury will be regarded as falling within these guidelines. (This definition is borrowed from the Stanford University "Statement on Investment Responsibility Concerning Endowment Securities").

77-2 TUITION REIMBURSEMENT TO UNCLASSIFIED STAFF MEMBERS **(See Academic Staff)**

78-7 DELEGATION OF AUTHORITY REGARDING RESIDENCE CLASSIFICATION

History: Res. 1727 adopted 9/8/78.

Pursuant to authority vested in the Board of Regents by Sec. 36.27 *Wis. Stats.*, authority is delegated to each chancellor or his/her designee to make final decisions concerning the residence classification of students for tuition purposes.

87-3 MANDATORY REFUNDABLE FEE POLICIES AND PROCEDURES FOR STUDENT GOVERNMENT ORGANIZATIONS

History: Res. 3764 adopted 4/10/87; replaces 80-4; amended by Res. 5732, 3/91; amended by Res. 6873, 3/95.

The availability of the mandatory refundable fee mechanism shall be limited to student organizations with a UW System interinstitutional governance purpose, and in which all students of the relevant institutions are members.

Student segregated fees are the primary and preferred means for funding student organizations and membership fees. The United Council of UW Student Governments and other organizations, if any, claiming to represent all of the students of more than one UW System institution will be eligible for approval of a mandatory refundable fee (MRF) from the Board of Regents in accordance with policies and procedures established by the UW System Administration. The MRF is a fee collected by the university with tuition and segregated fees as a condition of enrollment, which may be refunded to students upon request.

After the Board approves a MRF, the students may conduct referenda as to whether to begin such a fee, and once initiated, must conduct referenda at least at two year intervals on the question whether the fee should continue. Written notification must be received by all organizations funded by the MRF two weeks in advance of an upcoming referendum at any member or non-member institution. Results of the referendum shall be implemented with the start of the next academic term, excluding summer session.

1. Referendum Language:

   The referendum shall be limited to the following language:

   > The students at the University of Wisconsin-_________________ agree to support with a mandatory refundable fee of __________ per __________ and __________ per summer session. The amount plus postage is refundable upon written request to the _______________ postmarked within 45 days of the first day of class. If this referendum passes, it will come up for reconsideration at least every two years. The fee may be adjusted between referenda by the Board of Regents.

2. Changes in the Level of the MRF:

   The following procedure shall be used for consideration of changes in the level of the Mandatory Refundable Fee (MRF):

   1. The organization seeking a change in the MRF level will first gain approval by its Board of Directors by a 2/3 vote of the members. The proposal for the change will then be taken back to each individual student senate and must be passed by 2/3 of the student senates by a majority vote in each senate. The proposed change will return to the Board of Directors to be passed by a 2/3 vote of the members. The student votes necessary to increase the MRF must all occur in one academic semester.

   2. The request for the change in funding level will be forwarded to the UW System Administration Vice President for Business and Finance for inclusion in the annual report to the Board of Regents on the segregated fee budgets.

   3. The changed level will be implemented in the following term. Referendums indicating the new amount will be held in the normal time-frame after the change is approved by the Board.

87-6 NONRESIDENT TUITION REMISSION DELEGATED TO CHANCELLORS

History: Res. 3789 adopted 5/8/87; rescinds 72-12.

Authority granted in section 36.27(3), *Wis. Stats.*, to remit nonresident tuition is delegated to the chancellor of each institution in the System; and the Vice President for Business and Finance shall be responsible for monitoring the granting of such remissions and shall be authorized to require institutions in the System to submit such reports on the administration of section 36.27(3) as the Vice President may from time to time require.

88-6 POLICY AND PROCEDURES FOR SEGREGATED UNIVERSITY FEES **(See Student Responsibilities and Policies)**

88-11 ACADEMIC STUDENT FEE STRUCTURE

History: Res. 5046 adopted 9/9/88.

Upon recommendation of the President of the University of Wisconsin System, the Academic Student Fee Structure Policy Paper is received and approved for transmittal by the Board of Regents to the Joint Committee on Finance as directed by 1987 Wisconsin Act 27, section 3054(3g). *The full document may be obtained from the UW System Office of Budget Planning.*

89-2 TUITION STRUCTURE: 12-18 CREDIT PLATEAU

History: Res. 5144 adopted 2/10/89.

1. As a general UW System policy the 12-18 credit plateau tuition structure is adopted;
2. If an institution determines that a per credit structure better addresses local circumstances, the institution would be permitted to seek approval from the Board of Regents to adopt a per credit structure;
3. The Report on Restructuring Tuition is received and approved for transmittal by the Board of Regents to the Joint Committee on Finance as directed by the Joint Committee on Finance in September, 1988 under Sec. 13.10, *Wis. Stats.*

90-9 CLASS AUDIT POLICY **(See Audit Policy)**

92-8 TUITION POLICY GUIDELINES

History: Res. 6238 adopted 10/9/92; replaces 90-8; Guideline 6 re-affirmed by Res. 6733, 8/18/94; Guideline 5 and 6 revised by 96-3 (Resolution 7176(b), 5/9/96).

1. Tuition and financial aid in the UW System should balance educational quality, access, and ability to pay.
2. As a matter of fiscal and educational policy, the state should, at a minimum, strive to maintain its current GPR funding share (65%) of regular budget requests for cost-to-continue, compensation and new initiatives, and fully fund tuition increases in state financial aid programs.
3. Nonresident students should pay a larger share of instructional costs than resident students, and at least the full cost of instruction when the market allows.
4. Where general budget increases are not sufficient to maintain educational quality, supplemental tuition increases should assist in redressing the imbalance between needs and resources.

5 & 6 (Rev.). Tuition increases should be moderate and predictable, subject to the need to maintain quality.

7. GPR financial aid and graduate assistant support increases should be kept commensurate with general tuition increases.
8. General tuition revenue (to cover regular budget increases under the standard 65% GPR and 35% fees split) should continue to be pooled systemwide. Special fees may be earmarked for particular institutions and/or programs increasing those fees.
9. When considering tuition increases beyond the regular budget, evaluation of doctoral graduate tuition should consider impacts on multi-year grants and the need to self-fund waivers or remissions from base reallocation within departmental budgets.

UNITED COUNCIL OF UW STUDENT GOVERNMENTS

87-3 MANDATORY REFUNDABLE FEE POLICIES AND PROCEDURES FOR STUDENT GOVERNMENT ORGANIZATIONS **(See Tuition/Fees)**

VISITORS, BOARDS OF

78-6 BOARD OF VISITORS MEMBERSHIP **(See also Advisory Councils)**

History: Res. 1698 adopted 7/14/78; replaces 72-17, 73-4(a); amended by Res. 3853, adopted 7/10/87. (*The guidelines are attached to the minutes of the 7/10/87 meeting of the Board of Regents, and may be obtained from the Office of the Secretary of the Board of Regents.*)

In order to assist and advise the Regents, System President and Chancellors:

1. Boards of Visitors shall be established by chancellors of the University of Wisconsin-Madison and the University of Wisconsin-Milwaukee, with members of the present Board invited to accept appointment to either of the new boards.
2. Chancellors of other universities in the UW System are authorized and encouraged (but not required) to establish Boards of Visitors.
3. Chancellors of the UW Colleges and UW-Extension are authorized to establish Board of Visitors, if they deem it appropriate.

The Board of Regents may establish a Council of Visitors consisting of two members from each of the Boards of Visitors, designated by them, to consider matters of systemwide concern. Expenses related to the functioning of the Council of Visitors shall be supported by System Administration.

Bylaws adopted by the Board of Visitors and the Council of Visitors shall be consistent with recommendations and guidelines contained in the Report of the Special Committee on the Role and Status of the Board of Visitors dated April 14, 1978, as amended by Resolution 3853.

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